

RACC PURCHASING POLICY-

The Board of Trustees has empowered 3 representatives who may enter into legal agreements for which the College is liable:

Dr. Anna Weitz, President

Mr. Theodore Bassano , Sr. Vice President of Business Services/Treasurer

Mr. Michael Hodowanec, Purchasing Manager

One of three mentioned above will always be available to handle any emergencies.

Anyone at the college may solicit or request pricing for material, goods and services. All such requests should emphasize that the request is just that - a request for a quotation and or information.

No one is allowed to proceed without a signed order.

It is RACC policy that :

All notices to proceed; commitments, or agreements must be in confirmed in writing .