

## **Policy 3200: Procurement Policy**

Original Adopted Date: September 17, 2025

Status: Approved

### PURPOSE

The purpose of this policy is to set forth procurement procedures to be used by all District employees when expending District funds to obtain goods and services for the District. Expenditures of District funds will be authorized through approved budgets or other administrative processes for the benefit of the institution.

### PURCHASING AUTHORITY

1. The District Governing Board empowers the CEO to appoint the appropriate designee to serve as the Chief Fiscal and Procurement Officer (CFO) for the District.
2. The CFO will ensure the procurement procedure(s) is followed as outlined in a fair and consistent manner.
3. Board members and appropriate District personnel may be authorized to procure goods and services on behalf of the District; all procurement transactions may include varying levels of oversight and approval.
4. It is the duty of all District personnel involved in a procurement process to act in accordance with industry standards and make decisions and awards that are in the best interest of the District.
5. The CEO is authorized to sign checks within limits on contracts signed/approved and following the Procedure 3200-PR(1): Procurement Policy - Guidelines for Procurement of Goods and Services (explained below).
6. The Board chair and CFO are authorized to sign checks in case of an emergency or when the CEO is not available.

### GENERAL DEFINITIONS

- Acquisition - For the purposes of this policy, "acquisition" means the purchase, rental, lease, finance purchase, or contracting of service(s) for the District.
- Capital Equipment - All items of furnishings and equipment which are capitalized within the guidelines for budgeting, accounting, and reporting, for Arizona community colleges including, but not limited to, equipment for career and technical education programs, information technology, and new and replacement equipment.
- Operational Expenses - Routine expenditures made while conducting day-to-day business that fall outside of the parameters of Procedure 3200.01.

- Real Property - All items, fixed in nature, that are capitalized within the guidelines for budgeting, accounting, and reporting for Arizona community colleges.