



BOARD POLICY

TITLE: DEPARTMENTAL SUPPLY PURCHASES

BOARD POLICY # 6335

The College requires that all purchases of administrative and office related supplies be processed as UCC Campus Store transactions. Requests determined to be outside store parameters will be referred to the Purchasing Department.

The campus store will coordinate requests from the order placement through the sales transaction.

Additional information for this policy, including the process to order and receive supplies, are outlined in the corresponding Administrative Procedure.

This policy supports compliance with Oregon HB 2213 by addressing the requirement that the College must have a plan to mitigate the economic impact to the college store as part of their Textbook Affordability Plan.

REFERENCES:

BP-6330; BP-6900; Rule CCR.228; and Oregon HB 2213.

RESPONSIBILITY:

The Campus Store Manager in collaboration with the Purchasing Manager are responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION: 6/9/2021

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: