**Section 1600.445 Purchase Requisitions**

a) It is the policy of the State Community College Board of Trustees that the Board will approve the purchase requisitions for a specific amount, and receive a check and voucher register showing that purchase has been made and the goods and services have been received in good condition. This check and voucher register will also show the date the State Community College Board approved the purchase requisition and the date the voucher was forwarded to the State Comptroller's Office.

b) Purchasing Procedures – All items to be purchased are to be approved at the purchase requisition stage by the State Community College Board. Purchase requisitions will be processed through all steps internally and before release for purchase of goods, the requisition will be approved by the State Community College Board of Trustees.

1) For emergency purchases of more than $100 prior approval must be obtained from the Dean of the respective area, Dean of Administrative and Business Services and the President of State Community College.

2) For incidental payments not to exceed $25.00 within the approved budget, designated employees may make special emergency purchases to be reimbursed from the petty cash account. Employees must secure receipted sales slips for presentation to the Dean of the respective area of reimbursement.