



COLLEGE POLICY

Policy Title Procurement and Purchasing

Policy number	2303
Date issued	9/2/2020
Responsible office(s)	Finance and Administration
Keywords	purchasing; procurement; vendor selection; buying; services; supplies; equipment sourcing

Policy purpose

It is the policy of this District that all procurements are made in compliance with appropriate Federal and State Statutes, Wisconsin Administrative Rule TCS6, and procedures as set forth in the Wisconsin Technical College System Financial Accounting Manual.

Scope

Definitions

- **Procurement**
the buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, equipment or construction, and includes any other activity pertaining to obtaining supplies, services, equipment or construction

Policy

All procurements shall be conducted in a manner that provides maximum open and free competition. The purchase and use of materials and services shall be made in accordance with sound and ethical business practice within the framework of applicable laws and regulations and with the intent of reaching the institutional goals of the district.

The District shall not discriminate against any vendor, business or individual who offers to provide goods or services on the basis of age, race, color, sex, creed, disability, political persuasion, ancestry, sexual orientation, or for any other reason prescribed by law, whether federal, state, or local ordinance.

Links to state/federal regulations

- [WTCS System Office](#)
- [State of WI – State Procurement Manual](#)

Supporting documents

Related policies