



SUNY Orange Policies and Procedures

Policy Number	Policy Title
BP4.8	Procurement

Orange County Community College is obligated to procure commodities and services in accordance with Article 5-A of the New York State General Municipal Law. This policy and associated procedures set forth the procurement requirements for Orange County Community College to ensure full compliance with the law.

Administrative responsibility for adherence to the College's procurement policy rests with the College's Purchasing Department. This department is charged with ensuring that the College complies with New York State General Municipal Law (GML), which governs the purchases of goods and services with public funds. The laws are designed to ensure the prudent and economical use of public monies as well as to protect against favoritism, improvidence, extravagance, fraud and corruption. New York State General Municipal Law further provides that colleges must adopt their own policies and procedures for procurement of goods and services that are not required by law to be competitively bid, such as professional services and insurance coverage.

The College can use the contracts of other government entities or cooperatives, thereby saving the costs associated with preparing and advertising its own bids, while ensuring the prudent and economical use of public monies.

All employees of the College are required to order materials, equipment and services through the Purchasing Department within the procurement guideline limits. Payment for unauthorized purchases or services may become the sole responsibility of the employee placing the order.

In the event of any material conflict between this policy and New York State General Municipal Law, GML shall control.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Amended: May 11, 2022