

**Sussex County Community College**  
**Policy No.: 401.6**  
**Area: Administrative Services**  
**Adopted: March 27, 2018**

**401.6 Procurement/Bidding**

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**PURPOSE OF THE POLICY AND GENERAL STATEMENT OF  
PROCUREMENT/BIDDING**

The purpose of the Procurement/Bidding policy is to ensure the College operates and procures goods and services in accordance with all State bidding requirements and implements accurate and appropriate internal accounting control systems.

The Board of Trustees has designated the President, CFO & Vice President of Administrative Services and the Director of Purchasing as the contracting agents of the College and delegated the authority to make awards in the best interest of the College in accordance with the provisions of N.J.S.A. 18A:64A-1 et seq., and other applicable State and Federal public contracting laws and as may be limited by other College policies. No other individual has authority to enter into purchase contracts or, in any way, obligate the College for procurement indebtedness, unless specifically authorized to do so in writing by the Board of Trustees. Any such purchase commitments are considered unauthorized and may not be honored for payment.

N.J.S.A. 18A:64A-25.1, et seq.: County College Contracts Law

N.J.S.A. 18A:18A-1, et seq.: Public School Contracts Law

N.J.A.C. 9A:12-1.1 et seq.

Cross References:

401.2 Public Bidding

401.4 Financial Reporting