

Approved: 6/9/07
Policy # 07-06-02

GLC Purchasing Policy

Definition: Purchasing is the process of procuring the proper requirement, at the time needed, for the lowest possible costs from a reliable source. The act of buying a product or service.

Purpose: This document provides the policy for purchasing goods and services using GLC funds.

Policy: Managers are authorized to approve purchases for all goods and services which fall within GLC's approved annual budget. For all purchases over \$1,000, a minimum of three bids must be obtained from qualified bidders. If three responsible bids are not received, an explanation must be attached.

Canceled/Superseded:

Date:

Policy No.(s)