

Purchasing

I. N.C. Community College Purchasing and Equipment Procedures Manual

The Board hereby incorporates the N.C. Community College Purchasing and Equipment Procedures Manual (“Manual”). The Manual shall control in the event of any inconsistencies with this Policy or any of the College’s purchasing procedures.

[NC Community College Procurement & Auxiliary Services Procedures Manual](#)

II. Purchasing and Bidding

Purchasing procedures are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by N.C.G.S. § 143, Article 3 and § 115D-58.5.

1. State Contract Items - Items available on state contract may be purchased directly from the vendor in accordance with any restrictions specified in the contract.
2. Non-Contract Items - Purchases of non-contract items must adhere to North Carolina Community Colleges Procurement guidelines. The College is committed to promoting competition and engaging Historically Underutilized Businesses (HUB) whenever possible. Appropriate quotes and documentation should be obtained to establish fair pricing and maintain transparency in procurement practices.
3. Competitive Bid Items - When required by state procurement guidelines, non-contract purchases must go through a competitive bid process, facilitated in accordance with the policies and procedures outlined by the Division of Purchase and Contract.

Policy Number: 06.03.07

Legal Reference:

N.C.G.S. 115D-58.5; 1H SBCC 500.1 – 500.2

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