



Revision Responsibility: Associate Vice President for Business Services
Responsible Executive Officer: Vice President for Finance and Administration

Source/Reference: [TBR Policy 04:02:10:00](#)

PURPOSE

To define the purchasing policy and procedures for Columbia State employees and other individuals who are authorized to purchase at College expense.

POLICY

- I. Columbia State will adhere to the Tennessee Board of Regents (TBR) [TBR Policy 04:02:10:00](#) relative to purchasing. The TBR policy is incorporated into this policy by reference herein.

PROCEDURES

- I. Requests for purchases will be submitted through Columbia State's electronic purchasing system in ChargerNet.
- II. Procurement of goods or services shall be in compliance with all applicable federal and state requirements, and TBR Policies and Guidelines.
- III. All purchases shall be based upon the principle of competitive bidding, except as may be otherwise provided in [TBR policy 4:02:10:00](#) above.
- IV. Order/bid splitting is prohibited. Procurements shall not be divided or split to circumvent the proper procurement process. For example, if seven items totaling \$12,000 are needed for a particular project or purpose and can be obtained from a single source of supply, these items should be obtained via a competitive process instead of multiple small dollar purchases.

New Policy – March 2021: Reviewed and recommended by Cabinet; approved and signed by the President.