

Article IV: Business and Non-Instructional Operations

Section B: Purchasing/Inventory

Policy 010: Purchasing Authority

IV.B.010: The President or designee shall be responsible for obtaining the needed goods and services at the lowest acceptable quotations.

ORS 279A.075: Unless otherwise provided in the Public Contracting Code, the exercise of all authorities in the code may be delegated and sub delegated in whole or in part. Notwithstanding delegations of authority under this section, a person's or agency's exercise of the delegated authority is governed by the code and rules adopted under the code.

Community College Rules of Procurement CCR.102: **Purpose and Statutory Authority.** These Rules are authorized by Public Contracting Code 279A.050 (*Procurement Authority*), 279A.055 (*Personal Services Contracts*), 279A.060 (*Local Contract Review Boards*), and 279A.070 (*Rules*). All references to PCC shall mean Public Contracting Code as defined in ORS 279A.010 (1)(bb). (*Note: Under ORS 279A.065(4), public contracting agencies in Oregon will be operating under the State of Oregon Attorney General's Model Rules unless they have taken special action to opt out and adopt their own contracting rules.*)

Participating Oregon Community Colleges: These Community College Rules of Procurement (CCRP) were drafted through a statewide, collaborative effort by representatives of Participating Oregon Community Colleges (POCC). Pursuant to the POCC participatory agreement, Sections 100 and 200 of the CCRP shall remain unchanged unless modified by the POCC at a later date and subsequently ratified by each institution's Local Contract Review Board. Any member of the POCC that adopts changes to Sections 100 and/or 200 of the CCRP that have not been mutually agreed upon and adopted by all other POCC members shall by and through its actions, no longer qualify as a member of the POCC cooperative procurement group and shall not represent itself as such.

Sustainability Commitment: In accordance with the Oregon Community College Rules of Procurement, member colleges are committed to the use and purchase of environmentally and socially responsible materials and products, which are fiscally responsible, reduce resource consumption and waste, perform adequately, and promote human health and well-being. Recognizing their regional economic role, colleges shall seek opportunities to educate, encourage, and influence their respective markets by utilizing, where feasible, products and services, including new environmentally preferable products, reusable products, recycled content and recycled products.

All procurement on behalf of RCC shall be executed in accordance with the requirements of Public Contracting Code 279A.050 (*Procurement Authority*), 279A.055 (*Personal Services Contracts*), 279A.060 (*Local contract review Boards*), 279A.070 (*Rules*) and Community College Rules of Procurement adopted March 15, 2005 by the Local Contract Review Board. The various thresholds for "formal" or "sealed" public bidding shall remain in compliance with these regulations as they may be amended from time to time. Where federal procurement regulations apply and are more restrictive than the state regulations, the federal regulations shall prevail.

Article IV: Business and Non-Instructional Operations

Section B: Purchasing/Inventory

Policy 020: Responsibility for Breakage or Damage

IV.B.020: All loss, breakage or damage to RCC property that is deemed to be the responsibility of a student or others, shall be charged to them in a fair and equitable manner. All funds collected for loss, breakage, or damage will be deposited in the College's Budget and Financial Services Office. These funds are college funds and shall be accounted for according to approved administrative procedures.

Article IV: Business and Non-Instructional Operations

Section B: Purchasing/Inventory

Policy 030: Disposal of College Surplus Materials and Equipment

IV.B.030: In accordance with ORS 279B.055 or 279B.060 the College may sell surplus property. Materials and equipment may be determined to be surplus by the Vice President of College Services when it becomes deteriorated or obsolete. It may be determined to be surplus due to temporary or permanent phasing out of programs. When this determination is made, the Vice President shall direct the disposition of the property in accordance with ORS 279A.280. RCC may transfer computers and related hardware that are surplus, obsolete, or unused to a common or union education service district. The District may not charge the school district a fee for the transfer. In addition, the College may sell or transfer surplus property to a governmental agency or non-profit organization. Property acquired shall be used for public purpose or benefit and not for resale to a private purchaser. And, RCC may recycle or otherwise dispose of property when the department determines the value and condition of the property does not warrant the cost of a sale.

Article IV: Business and Non-Instructional Operations

Section B: Purchasing/Inventory

Policy 040: Employee Use of College-Owned Equipment

IV.B.040: RCC employees are provided with computers and telephones at nearly every workstation. In addition, employees have access to college-owned equipment (hereinafter “equipment”) and/or services away from their workstation, such as portable computers, cellular phones, Internet connection, E-mail accounts, software products, fax machines, copy machines, tools, and other equipment, including college-owned vehicles. This policy establishes guidelines for employee use of equipment:

- Equipment is not to be used for personal gain or for political activity.
- Equipment should not provide services or assets to employees at a lower cost than what non-employees would enjoy for the same service or asset.
- Equipment in the care of employees should be secured against loss or damage.

By this policy, employees can make use of their assigned computer, phone, facsimile machine or office copier for incidental personal use during: (1) their normal work day; (2) on their breaks or lunch hour; or, (3) before or after working hours for the purpose(s) of: making calls that are otherwise inconvenient to make during non-work hours; writing and/or answering E-mail; (3) making copies; and (4) accessing the World Wide Web (www.)

Any charges incurred for personal use should be reimbursed to the College by the employee on a monthly basis as follows:

1. Personal long distance telephone calls should be handled on individuals’ personal calling cards or cell phones;
2. Copier fees as set by the College administration;
3. Any additional charges incurred as a result of the use of equipment.

Personal use of equipment is in no way to interfere with the work assignment of the employee or the work of others. Employees that have equipment, which may be used away from their usual work site (such as portable computers, software products or cellular phones), should follow the same rules as those for work-based equipment. College-owned vehicles should not be used for personal business. Use by the college president, or his designee, of the vehicle provided for his/her use is an exception to this policy. Any use of the vehicle, which is necessary to conduct college business, including use of the vehicle to travel to and from the president’s home, or other incidental, personal use, is permitted. In addition, the College has made Internet access available for employees both at work and at home. The use of this service is primarily to allow access to college on-line activities, including but not limited to purchasing and E-mail communications. The Internet service can be accessed for personal use as long as it follows this policy, as well as the computer use policy that employees sign when given a user account.

RCC Board members who also have been given access to the College’s Internet services and/or any other college-owned equipment are enjoined by this policy. Employee’s supervisors shall be responsible for communicating this policy.