

POLICY

The procurement process at Ocean County College will be in compliance with the provisions of New Jersey County College Contracts Law, Chapter 64A of Title 18A of the New Jersey Statutes and Pay-to-Play Law, N.J.S.A. 19:44A-20.4.

The Vice President of Finance and Administration or his/her designee will have final responsibility for approval of purchase orders.

The purchasing process at Ocean County College will be guided by the following documents:

- Ocean County College Purchasing Manual.
- The Request for Proposals/Qualifications Procedure
- Standard Operating Procedure for Change Orders

The above documents are available on the Purchasing page of the College web site.

ADOPTED: September 26, 1966

Revised: June 25, 1979

Revised: December 12, 1983

Revised: April 22, 1996

Revised: March 5, 2012

PROCEDURE

The following documents are to be used as guidelines in the purchasing process:

- Ocean County College Purchasing Manual.
- The Request for Proposals/Qualifications Procedure
- Standard Operating Procedure for Change Orders

The Vice President of Finance and Administration or his/her designee is responsible for approving all purchases ensuring compliance. Ocean County College purchasing procedures will be in conformity with New Jersey County College Contracts Law, Chapter 64A of Title 18A of the New Jersey Statutes and Pay-to-Play Law, N.J.S.A. 19:44A-20.4.

ADOPTED: September 26, 1966 as policy #4210  
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Revised: December 13, 1983  
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