

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

QUANTITY PURCHASING

POLICY 3312

ADOPTED: 01/22/91

AMENDED: 05/18/93

To help achieve both quality control and the price advantages of quantity purchasing, the administration will:

1. Set specifications for goods and services as needed.
2. Cite existing, commercially available products that meet those specifications.
3. Invite vendors to submit quotations according to those specifications.
4. The President will designate the Vice President of Business Services to develop guidelines for the College indicating when quantity purchasing should be pursued.