



## Ohio Administrative Code Rule 3358:5-11-10 Purchasing policy.

Effective: May 5, 2025

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(A) Clark state community college shall endeavor to purchase materials and services in the proper quantity and quality, have them available at the time they are needed, and secure them at the lowest or best price from a responsible source.

(B) While the purchase of all equipment, supplies, and services for use within the college is initiated through the college, the authority to obligate the college for any expenditure of funds shall be limited to the approval of either the president, treasurer or to an employee who has been delegated that responsibility by the president or treasurer. Employees making unauthorized purchases may be held personally liable for the purchase.

(C) In order to ensure the adequate internal accounting controls, the following bidding guidelines have been established:

(1) In the absence of a purchasing department, it is recommended that college personnel involved in the purchasing process exercise good purchasing judgment and secure informal competitive pricing for items requisitioned.

(2) In accordance with Chapter 125. of the Revised Code, all purchases of equipment, furnishings, supplies and services of fifty thousand dollars or more shall require either the solicitation of informal competitive pricing from selected providers or a formal "invitation to bid". The treasurer may also require this procedure on selected purchases under this threshold or on aggregate purchases.

(3) Per rule 153:1-9-01 of the Administrative Code, all contracts for improvements (renovation/new construction) more than two hundred fifty thousand dollars shall require either the solicitation of informal competitive pricing from selected providers or a more formal "invitation to bid."

(D) The following items may be exempt from the guidelines listed in paragraph (C) of this policy:



(1) Emergency purchases (i.e., maintenance, equipment repair, etc.). A bid waiver form must be completed and approved before any purchases are made.

(2) Items pre-bid (i.e., by the state of Ohio, the inter-university council purchasing group, etc).

(3) Items purchased from a "single" or "sole source provider." A bid waiver form must be completed and approved before any purchases are made.

(4) Professional service providers (i.e., consultants, physicians, brokers, etc.).

(E) Requirements for contracting for the following services are established in the Revised Code:

(1) Professional design and design-build services with a fee in excess of twenty-five thousand dollars must follow the requirements of sections 153.65 to 153.71 of the Revised Code.

(2) Independent public accountants must follow the requirements of Chapter 117. of the Revised Code. The process is lead by the auditor of state.

(3) Legal counsel is assigned by the office of the Ohio attorney general.

(F) Any necessary administrative guidelines needed to implement this policy, shall be established by the college administration.

(G) As goods and services are procured using funds from federal, state, local or private awards and contracts, the following shall be applied as an addendum to the college's general procurement procedures.

(1) The college's procedures for procurement and purchasing should be followed unless the award or contract stipulates otherwise. When the award or contract is different from the college's policy and procedure, the purchasers shall follow whichever policy and procedure is more stringent.

(2) All records of expenditure for Federal awards must be maintained on the accrual basis of accounting, which is consistent with the college's basis of accounting. Goods and services will be



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expensed in the year they are received, not the year they are paid.