

PROCEDURE

Number: 73-05
Title: Purchasing resulting from preview of books, videos, etc.
Responsibility: Vice President of Finance and Administration
Original Approval Date: 02/02/1999
Last Cabinet Review: 09/24/2025
Last Revision: 09/15/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: Policy 70-32 Purchasing

Other:

Procedure Description

When college employees receive books, videos, films, etc. for preview, action must be taken within the allotted time given by the vendor (30, 45, or 60 days, etc.). This time must be used to review and purchase or review and return to vendor. If purchasing the item, submit an approved purchase requisition with attached invoice to the Purchasing Business Office allowing enough time to process within vendor allotted time. If the requisition is submitted after the allotted time given by the vendor, the purchase becomes an unauthorized purchase and is subject to the ratification process. Employees who create an unauthorized purchase may be required to reimburse the College for the full amount or a reasonable percentage. If not purchasing, items should be return to vendor within allotted time per vendor instructions directions. If the item is returned to vendor after the allotted time and the vendor does not accept the return, the employee is responsible for payment and not the College.