



## **OPERATING POLICY & PROCEDURES — SECTION 500**

NUMBER: **583**

SUBJECT: CUSTOM FIT TRAINING PROGRAM PURCHASES POLICY

LAST REVIEWED: 1/16/2008; 2/28/2021

EXECUTIVE STAFF APPROVAL: 3/30/2021

BOARD APPROVAL: 1/16/2008; 5/19/2021

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### **583.1 PURPOSE**

The purpose of this policy is to provide an overview of the procurement policies and procedures of Mountainland Technical College (MTECH) as they pertain to the Custom Fit Training Program. The allowances provided in this policy are intended to assist the Custom Fit Training Program in being responsive to the needs of employers in the Mountainland Region.

### **583.2 POLICY**

#### **2.1 Purchases Up To \$5,000.**

- 2.1.1 No competitive quotes are required for purchases up to \$5,000. The purchaser may select the best source without seeking competitive quotes.
- 2.1.2 All purchases over \$3,000 must be approved by the appropriate Vice President prior to issuing the Purchase Order.

#### **2.2 Custom Fit Training Agreement**

- 2.2.1 Approval of a Custom Fit preliminary training agreement by the Vice President of College Relations is considered prior approval for training costs for a specific company and can be used in lieu of a purchase order.