

## **Purchase Policy**

Unless otherwise denoted in policy, all purchases must be preapproved. Generally, a purchase requisition must be approved before any goods/services can be contracted or purchased on behalf of NCCC. If the purchasing policy is violated and goods/services are contracted or purchased, the employee may be required to consider these goods/services as their personal property and also be required to reimburse the College for the full cost.

In the case of college credit card purchases or purchases made on account, every effort should be made to acquire pre-approval from the employee's supervisor before the transaction is made. An approved pre-travel request is considered preauthorization for travel related credit card purchases made while traveling. A requisition must be completed within three business days or as soon as practicable after the credit card transaction is complete. Failure to receive pre-approval, return the purchase receipt, or complete the purchase process in a timely fashion could result in corrective action for the employee including loss of credit card, reimbursement to the college for the purchase, and/or additional discipline measures taken against the employee. The bid and expense policies apply in all purchases, including credit card purchases.