

COLLEGE OF MICRONESIA-FSM
BOARD POLICY No. 5300

Procurement Policy

Date Adopted:

Date Revised:

Date Reviewed:

References:

In general, the responsibility for the procurement of goods, equipment, services, and the like is delegated to the different divisions, except on the following items, which are to be supervised by specific departments as follows:

Items for Purchase	Department Responsible
<input type="checkbox"/> IT/technology related	- IT Department
<input type="checkbox"/> Infrastructure	Maintenance Department

For the above exceptions, even if the end-users are the other divisions/campuses, the above department shall be consulted.

The procurement process follows the following stages:

- Identification of the requirements by the Departments concerned and approved by the respective Vice Presidents
- Sourcing of supplier by the Departments concerned
- Preparation of PO by the Departments concerned and approved by the respective Vice Presidents
- Certification as to availability of funds by the Business Office
- Processing of Payment by the Business Office
- Acknowledgement of Receipt of items purchased by the Departments concerned.