

POLICY TYPE: Administration

POLICY TITLE: Procurement & Purchasing

Responsible Administrator: Vice President of Administrative Services
Location of Related Procedures: Office of the Vice President of Administrative Services
Office of the Controller

Procurement is defined as the buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, equipment or construction, and includes any other activity pertaining to obtaining supplies, services, equipment or construction.

It is the policy of Madison Area Technical College District (the “District”) that all procurements are made in compliance with applicable federal and state statutes, Wisconsin Administrative Rule TCS6, and procedures as set forth in the Wisconsin Technical College System Financial Accounting Manual.

All procurements shall be conducted in a manner that provides maximum open and free competition. The purchase and use of materials and services shall be made in accordance with sound and ethical business practices within the framework of applicable laws and regulations, and with the intent of reaching the institutional goals of the District.

The District shall not discriminate against any vendor, business or individual who offers to provide goods or services on the basis of age, race, color, sex, creed, disability, political persuasion, ancestry, sexual orientation, or for any other reason prescribed by law, whether federal, state, or local ordinance.

July 2015