

**CHANCELLOR'S PROCEDURE FOR POLICY**  
**309.01: Purchasing**

1. Personal property acquisitions estimated to exceed \$500,000 must have Board of Trustees approval prior to acquisition. Care must be taken in planning for such expenditures in order to schedule items on Board agendas in accordance with *Due Dates for Board Action Requests* prepared by the Alabama Community College System (ACCS) Office. Instructions for submission are included in *Procedure for Requesting State Board of Education Action* prepared by the ACCS.
2. Personal property acquisitions estimated to cost between \$50,000 and \$500,000 shall be reported to the ACCS within 15 calendar days of the end of the calendar quarter. The Chancellor prepares a quarterly report to inform Board members of projects in this category.
3. The Chancellor shall prescribe a reporting format to address the intent of equal access and opportunities to minority professionals and businesses.