

Exhibit 2

Purchasing Policies

The policies described herein apply to 'regular' transactions and not those covered by Blanket Purchase Orders.

ITEM	PURCHASE ORDER REQUIRED IF ITEM COST EXCEEDS \$5,000.00	AUTHORIZATION REQUIRED TO INCUR EXPENDITURES	PAYMENT AUTHORIZATION REQUIREMENT
Books	Yes	Cost paid if in the best interest of the College.	Vendor's invoice.
Case costs	No	Cost paid if in the best interest of the College.	Check request or vendor's invoice.
Catering	Yes	Cost paid if in the best interest of the College. Catering costs can generally only be charged to non-state accounts. For on-campus events, caterers must be listed on, Qualified Caterers .	Vendor's invoice and the purpose and date of the event, description of the event, number of people served, cost per person, and brief description of meal and alcohol served are required.
Collection costs	No	It is generally the policy of the College not to pay late fees and/or collection costs. If there is a dispute with a vendor over an invoice, the Controller should be contacted immediately.	Vendor's invoice. The Chief Financial Officer or Controller must authorize all invoices containing collection cost charges.
Computers and related equipment	Yes	Funds for computer equipment are approved during the budget hearing process. All computer and related equipment purchases require prior approval from the Assistant Dean of Library and Technology.	Vendor's invoice. Purchase order or purchase contract required.
Conference registration fees	No	Itemized travel costs, including conference registration fees are pre-approved through the budget hearing process.	Payment is accounted for by submission of an expense report in Concur/PayIt! Payment can be made by check request or PCard.
Construction costs Blanket PO is recommended.	Yes	Major construction projects are approved during the budget hearing process. If emergency construction is required, approval of the Chief Financial Officer is mandatory.	Vendor's invoice along with approved Schedule of Values. Purchase order or purchase contract is required.
Consultants Blanket PO is recommended.	Yes	The Chief Financial Officer must approve consultant contracts. The Board of Directors must approve consulting contracts greater than \$100,000. Costs incurred must be in the best interest of the College. Employees will not be paid on consulting contracts.	Vendor's invoice and consulting contract. A consulting contract is required. Conflict of Interest Statements may also be required. A federal form W9 is required. Personal reimbursements to consultants will not be made unless provisions provide for such in the Agreement.

Contract Temporary Help (Non-student) Blanket PO is recommended.	Yes	If the contract temporary help budget was not pre-approved, a “Request for Temp Help” form must be completed and submitted to HR. If approved, a blanket purchase order payable to the agency should be established.	Vendor’s invoice and original timesheet.
Dues and Subscriptions	No	Costs paid if in the best interest of the College.	Payment can be via PCard or vendor’s invoice.
Equipment (Inventoriable and Instructional)	Yes	Funds for equipment are approved during the budget hearing process.	Vendor’s invoice. Purchase order or purchase contract required.
Freight	No	Costs must be incurred as part of acquiring approved equipment or supplies	Vendor’s invoice. Fiscal office should verify that 1) F.O. B. Terms indicate that freight payment is the College’s responsibility; 2) freight on goods received is authorized by the purchase order covering the purchase and 3) goods are shipped by the carrier specified in the purchase order.
Grants from College funds (for students, faculty, research, travel, etc).	No	Costs are approved during the budget hearing process.	Payment can be made on check request . Payments to students during the academic year are processed via the financial aid transmittal process.
Honoraria	No	Costs paid if in the best interest of the College. Honoraria method of payment to be used if person is an independent contractor or special guest speaker. Honoraria system may not be used to pay employees.	Concur/PayIt! or check request , W-9 and purchase receipt. .
Memberships	No	Costs paid if in the best interest of the College.	Payment can be made via PCard, or vendor’s invoice.
Messenger Service	No	Costs paid if in the best interest of the College.	Payment can be made via PCard or vendor’s invoice.
Moving Expense, if paying moving company directly.	Yes	See sections on Disbursement and Travel regarding moving expense reimbursement.	Purchase order is required. Vendor’s invoice is required for payment.
Moving Expense, if reimbursing employee	No	See sections on Disbursement and Travel regarding moving expense reimbursement.	Check request or Travel Reimbursement Form ; original receipts must be attached. Memo/letter to employee confirming moving allowance must also be provided.
Office supplies, less than \$50.00 (See exceptions to	No	Approval of department head incurring the charge. Must be purchased through the College’s	Charges are processed through the internal re-charge process.

Paper and Toner)		contracted vendor.	Purchases made through the College's contract vendor should not be paid for using the PCard
Office supplies, \$50.00 or more. (See exceptions to Paper and Toner)	Yes	Approval of department head incurring the charge. Must be purchased through the College's contracted vendor.	Purchase request is required. Charges are processed through the internal recharge process. Purchases made through the College's contract vendor should not be paid for with a PCard.
Overnight Delivery	No	Costs paid if in the best interest of the College.	Service requests should be processed through the College's contracted vendor.
Paper	Not applicable	Paper for printers and fax machines should be requisitioned from the Business Center. Paper for the copy machines are provided by the Business Center.	Charges are processed through the internal recharge process.
Personal Reimbursements	No	Limited to travel reimbursements and items and services that are unique in nature such as tips for valets and bell services and cab services. The nature of such purchase must be documented	Payment is accounted for by expense report submitted in Concur/PayIt!, accompanied by original receipts. Travel reimbursement payments are made via Concur/PayIt!
Postage	No	Approval of department incurring the charge.	Payment is accounted for through the College's internal recharge system.
Printing, internal	No	Approval of department incurring the charge.	Payment is accounted for through the College's internal recharge system.
Printing, external	Yes	Approval of department incurring the charge. The Business Center should be given the first opportunity to "bid" on the print job.	Purchase order and vendor's invoice.
Rental or lease of real property	Yes	Pre-approved by Dean or designee. May require Board approval if lease agreement exceeds \$100,000 or one year in duration.	Lease or rental agreement approved by General Counsel and Chief Financial Officer. Payment is made via vendor's invoice.
Service charges on past-due invoices	Yes	Every effort is made to pay invoices on time; service charges should be avoided.	Vendor's invoice. Approval of department head incurring the charge.
Service contracts	Yes	Services contracts are reviewed and expenditure approved by the Chief Financial Officer.	Purchase order and vendor's invoice.

Software	Yes	Items are paid if in the best interest of the College. Pre-approval by IT is required before such purchases can be made.	Purchase order and vendor's invoice.
Student aid, grants, awards etc.	No	Funding provided by the College through budget hearing process or by Federal and/or State Government.	The Financial Aid office must first view all awards made to students. When possible, all transactions of this nature must be processed through the Colleague system.
Supplies	Yes	Items are paid if in the best interest of the College.	Purchase order or purchase contract required along with original invoice. A blanket purchase order may be issued to prevent generating numerous purchase orders to the same vendor.
Telephone Blanket PO is recommended.	Yes	Costs paid if incurred in performance of College duties.	Payment is accounted for through the College's internal recharge system.
Temporary Employee (Non-student, non-contract agency) For temporary help hired through an agency, see "Contract Temp Help".	No	Approved HR's <u>Employment Authorization for Temp Employee form</u> . Submit this form to HR <u>before</u> the temporary employee is hired in order to officially authorize a temporary employee.	Temporary employees are paid through UCPATH.
Toner – LaserJet Printers Toner for copiers is provided by the copy vendor.	Not applicable	Toner for printers and fax machines should be requisitioned from the Business Center. The College maintains a central contract for which all laser jet toner is to be purchased. Paper for the copy machines are provided by the Business Center.	Charges are processed through the internal re-charge process.
Travel	No	Department head must authorize travel. Refer to Travel section for reimbursement policy.	Expense reports are submitted with original receipts via Concur/PayIt!.
Utilities Blanket PO required.	Yes	Costs paid when incurred in performance of the College's academic and administrative functions.	Approval of vendor's invoice.

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