

**GRAYS HARBOR COLLEGE**  
**Operational Policy**

**Subject: PROCUREMENT**

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**Operational Policy Number: 507**

**Date adopted: 8/1/75 Revised: 1/17/95; 3/15/99; 3/16/10; 4/21/2020**

It is the policy of the Board of Trustees of Grays Harbor College to maintain fair and equitable business relationships with vendors while ensuring effective, efficient, and sustainable use of college resources. Therefore, the Board directs the president or designee to establish and maintain an adequate and controlled procurement system consistent with good business practices, the rules of proper regulatory bodies, and any statutes which may apply. The college, through its agents, will not use personal relationships as a basis for purchasing. All such transactions shall be determined from price, quality, and significance.

It is the intent of the Board of Trustees for the college to make accurate, prompt, and cost effective vendor payments for receipt of purchases. All purchases, receipts, and payments must be made in a manner which is consistent with State of Washington law, governing rules, and the college's internal procedures.