

Policy V-B: Policy on Purchasing

Requirements for purchasing practices are governed by the laws of the State of Texas. All District purchases will comply with state statutes as well as the requirements of the San Jacinto College District Purchasing Guidelines Manual.

All purchases must be made in the name of the San Jacinto College District. The District shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures regarding contracting and purchasing. The District shall not be responsible for debts incurred by persons or organizations not directly under District control. The District shall not be responsible for any other unauthorized purchase or debt. All vendors are charged with the responsibility to discover an individual or an organization's authority before any purchase, contract or debt is incurred. Persons making unauthorized purchases shall assume full responsibility for all such debts.

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