Lane Community College Contracting Process Summary

This is a generalized summary of state law and college procedures. As such, it is by definition not an exhaustive or comprehensive explanation of either source. While the college has a decentralized purchasing system, it is not expected that all college employees spend the time required to research every detail of the applicable laws. Users are strongly encouraged to consult with Purchasing Services before starting procurement with a value of $10,000 or more.

Decision that a Procurement is wanted

Will the Contract Value < $5,000?
  - Yes, Can a P-Card be used?
    - Yes, Use P-Card
    - No, Use a Purchase Order
  - No, Will the Contract Value < $10,000?
    - Yes, Use a Purchase Order
    - No, If the Contract Value will be at or will exceed $10,000 contact Purchasing Services to determine whether to use Bids/Quotes, Proposals, or an Exemption to select vendor

With assistance/guidance from Purchasing Services, the Department making the Procurement documents the process used to determine the selection of a vendor and proposed Contract Value

Is the Contract Value < 150,000?
  - Yes, The Procuring Department issues a PO, to be approved by the department manager, Purchasing Services, and (if necessary) an AVP, VP, and the College President
  - No, Purchasing Services prepares documents for the Board of Education, and the Proposed Contract is placed on the Board Agenda for approval.

Any contracts required are signed by appropriate college official; PO and contracts are sent to vendor