

Purchasing Policy

I. Purpose

To define the purchasing policy for Dyersburg State Community College employees and other individuals who are authorized to purchase at college expense.

II. Scope

This policy applies to all employees and other individuals who are authorized to purchase at college expense.

III. Policy

Dyersburg State Community College will adhere to the Tennessee Board of Regents (TBR) Policy 04:02:10:00 relative to purchasing. The TBR policy is incorporated into this policy by reference herein.

IV. Compliance

Any employee found to have violated this policy may be held responsible for the purchase and shall be liable for any state funds paid contrary to this policy. Any violation of purchasing procedures requires purchasing justification in the form of email approval from the Vice President for Finance & Administrative Services.

V. Definitions

None

VI. Revision History

Policy written April 2026. Policy reviewed and approved by Admin Council 4/30/26.