

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 6309

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PROCEDURE TITLE: Correspondence with Vendors

STATUTORY REFERENCE: Section 1001.65(1), Florida Statutes; Section 1010.04(2), Florida Statutes

BASED ON POLICY: VI-2 Bidding for Commodities and Services

EFFECTIVE DATE: August 2, 1978

LAST REVISION DATE: ~~November 8, 2005~~; December 1, 2023

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I. PURPOSE

To clearly define the basic responsibility for correspondence with vendors of any goods and services.


II. PROCEDURE

All correspondence with vendors relating to issued purchase orders, agreements, or term contracts is the responsibility of the Purchasing Department.

- A. A College department may contact vendors when determining what they wish to purchase in order to obtain a price quote or specifications for use when preparing a Requisition, or for the purpose of determining budget availability. At no time should the originating department make any commitment to vendors about future orders, as the final determination of vendor selection and price will be made by the Purchasing Department in accordance with College procedures.
- B. If a College department determines that merchandise received does not meet their expectations, the Purchasing Department should be promptly notified. It is the responsibility of the Purchasing Department to contact the vendor in an effort to procure goods or services to the satisfaction of the originating department.
- C. As noted in competitive solicitation documents issued by the College, vendors are not permitted to have any contact with College personnel, other than the Purchasing Department, during the competitive selection process. Refer to MDC Procedure 6600.

III. VIOLATION OF PROCEDURE

College employees in violation of this Procedure may be subject to disciplinary action, up to and including termination.

	12/01/2023
PRESIDENT	DATE