

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-2225.0

FOR POLICY NUMBER: BP – 2225

CONFLICT OF INTEREST PROCEDURE

1. PROCEDURE SUMMARY STATEMENT

To provide a process and thresholds for determining a conflict of interest situation with any member of the Board of Governors.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 The College may enter into a contract with members of the Board of Governors to pay for goods or services totaling \$100.00 per month or less by establishing an open-account. Appropriate steps will be taken to assure that the College does not knowingly enter into any purchase commitment which would result in a conflict of interest. The Director of Purchasing will bring any situation that has the appearance of a conflict of interest to the attention of the Vice President of Administrative Services. The Vice President of Administrative Services will review the situation and may refer the matter to the College President. College policies concerning purchasing apply to all funds administered by the College regardless of source.

4. APPLICABILITY

N/A

ISSUE DATE: 1/01/2014

EFFECTIVE DATE: 1/01/2014

REVISION DATE(S): none

PRIOR POLICY/PROCEDURE NUMBER: 8035 and 8035.a

SCHEDULE FOR REVIEW: 2017

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Vice President of Administrative Services

SPONSORING DIVISION/DEPARTMENT: President

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: conflict of interest, board, purchasing