



Policy Number 5.2.4

Chapter: Finances

**Title: Procurement Services Department
Mission and Structure**

**Division/Department: Finance/Procurement
Services**

Policy Administrator: Chief Financial Officer

Adoption Date: September 27, 2023

Revision Dates:

1. PURPOSE

The Division of Finance is divided into several departments. This policy defines the Procurement Services Department within the Division of Finance, Subdivision of Finance and Business Services, and identifies its key areas of responsibility.

2. DEFINITIONS

This Policy does not require the definition of any specific terms.

3. POLICY

3.1. The Procurement Services Department is headed by the Director of Procurement and Distribution Services, who reports to the Director of Finance & Business Services. The responsibilities of the Director of Procurement and Distribution Services are to oversee the operations of the department, appoint employees within the department, prepare its annual budget, be accountable for activities of the department, serve as the direct or indirect supervisor of all employees within the department, and other duties as assigned.

3.2. The mission of the Procurement Services Department is to manage the acquisition of goods, services, and construction in support of the Auraria Higher Education Center (AHEC), Community College of Denver (CCD), and Metropolitan State University of Denver (MSU Denver).

3.3. The key responsibilities of the Procurement Services Department include, but are not limited to:

3.3.1. Implement and enforce Procurement Rules for AHEC and MSU Denver.

- 3.3.2. Act as the State Purchasing & Contracts delegate as a Group II Agency for CCD.
- 3.3.3. Seek competition, where required or advantageous, for all purchases of goods, services, and construction for AHEC, MSU Denver, and CCD.
- 3.3.4. Manage the competitive selection process and sole source procurements for AHEC, MSU Denver, and CCD.
- 3.3.5. Issue all purchase orders and draft contracts (all expenditure contracts for AHEC, including construction, and construction contracts for MSU Denver and CCD).
- 3.3.6. Manage the AHEC procurement card program and publish a procurement card handbook.
- 3.3.7. Provide training on procurement topics and procedures for AHEC employees.
- 3.3.8. Act as the primary AHEC liaison with the Office of State Risk Management, ensure state insurance policies and practices are met.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: September 27, 2023

Approved by: Tracy Huggins
Chair of the Auraria Board