

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 4.8  
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Effective Date: September 15, 2009  
Supersedes: Business Procedure 4.8 dated August 15, 2002  
Applies To: Colleges and the System Office  
Procedure Responsibility: KCTCS Purchasing

## **Price Contracts**

### **Sections:**

Section 4.8.1 –Price Contracts

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- A. Price contracts are established by KCTCS Purchasing for items routinely purchased by the various business units at KCTCS. Generally, price contracts guarantee certain prices for items and services for a specified period of time. KCTCS may also use Price Contracts established by the General Services Administration of the United States Federal Government, the Commonwealth of Kentucky, other state universities, and purchasing cooperatives to which KCTCS may belong.
- B. When items and services are on a price contract, business units are strongly encouraged to make their purchases from the price contract vendor. If items are available locally at a significantly lower price, the business unit must request approval from KCTCS Purchasing to purchase from the non-price contract vendor. It is the responsibility of KCTCS Purchasing to insure that items on price contracts established by KCTCS are competitive with current market conditions. A list of contract vendors is available from KCTCS Purchasing.

**END OF PROCEDURE**