

## **Policy on Software Purchases**

### **PURPOSE**

The purpose of this Policy is to establish clear authority and procedures for the purchase(s) of software by the College, consistent with the County College Contracts Law, **N.J.S.A. 18A:64A-25.1, et seq.**

### **SCOPE**

This policy applies to all purchases made on behalf of the College, providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals, and system development for the hardware, pursuant to **N.J.S.A. 18A:64A-25.5(19)**.

1. Contracts for software that are exempt from public advertisement and are projected to exceed the bid threshold in the fiscal year must be approved by the Board of Trustees.
2. The Director of Purchasing (the contract agent), is authorized to make, negotiate and award purchases of software without prior Board approval where the amount of the single contract does not exceed \$17,500