7.9.2 Grant Purchasing Standard Operating Procedure

To ensure proper checks and balances, all grant-related purchases must go through the following approval processes in addition to adhering to MinnState Board policies and procedures relating to procurement and contracts 5.14, 5.14.2, and 5.14.5, as well as Central Lakes College's policies and procedures. Procurement card policies and procedures must also be followed. See MinnState 7.3.3 and Central Lakes College's policies.

1.) Fill out a Purchase Requisition Form for all purchases before initiating a purchase order.
2.) Once completed, the purchase requisition needs to be approved by the cost center authority.
3.) The Cost Center authority has the final signature before a purchase is initiated for both purchase orders and P-card purchases.

Any purchases that do not comply with the Grant Purchasing SOP will result in a 16A letter.

Date of Implementation/Presidential Approval: 7/1/2013
Date of last review: 7/31/2025