



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*Dr. R. Scott Ralls, President*

June 3, 2011

**Supplements CC10-035**

**MEMORANDUM**

**TO:** Presidents

**FROM:** Jennifer Haygood  
Vice President of Business and Finance  
and Chief Financial Officer

**SUBJECT:** Addendum to Procedure for Requesting a Purchasing Delegation Increase

**Reference:** Numbered Memo CC10-035  
Dated August 16, 2010

In consultation with the Division of Purchase & Contract, it has been brought to our attention that in the procedures provided in the above referenced memo an important point was overlooked. On the second page of the memo, in the second paragraph, the process for requesting an increase in delegation is provided. The purpose of this memo is to address one of the criteria that were not included for the compliance review.

- The compliance review must be for the work of the current purchasing manager requesting the purchasing delegation increase.

Should you have any questions, please direct them to Karen Kelly, Assistant Manager for Administrative Services at (919) 807-7090, or Sharon Rosado, Manager for Administrative and Facility Services at (919) 807-7087.

JH/sr

pc: Business Officers  
Purchasing Officers  
Karen Kelly  
Sharon Rosado  
William S. Byassee, State Purchasing Officer

**CC11-013**  
**E-Mail Copy**