

NUMBERED MEMO CC25-070

TO: Members of the State Board of Community Colleges, Chairs of the Community College Boards of Trustees, Community College Presidents, Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Chief Financial Officers, Distance Learning, Financial Aid Officers, Personnel Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonnell Carpenter, *NCCCS General Counsel*

SUBJECT: Increase Community College General Purchasing Delegation

DATE: August 19, 2025

On August 15, 2025, the State Board of Community Colleges (SBCC) approved the request to increase the **Community College General Purchasing Delegation**. The request to increase the general purchasing delegation from \$50,000 to \$100,000 aligns with the increase made by the Department of Administration. The approved request is published on the NC Community College System's website, [Numbered Memos - NCCCS \(ncccommunitycolleges.edu\)](https://ncccommunitycolleges.edu/numbered-memos). For your convenience, a copy of the approved request is attached to this memorandum.

CC25-070

Email Copy
Attachment

STATE BOARD OF COMMUNITY COLLEGES
Increase Community College General Purchasing Delegation

Request: The State Board of Community Colleges (SBCC) is requested to approve an increase to the NC Community College general purchasing delegation to \$100,000. This change is requested to ensure alignment with the new general delegation issued by the NC Department of Administration State Purchasing Officer (SPO).

Background: G.S. 115D-58.14(c) authorizes the SBCC, in consultation with the Department of Administration, “to increase or decrease the purchasing delegation benchmark for each community college based on the college's overall capabilities, including staff resources, purchasing compliance reviews, and audit reports.”

In 2022, Attachment SBPG 03 was approved to increase the general delegation to \$50,000. The NC Department of Administration created the goal to increase the general delegations for all State agencies and Community Colleges to \$100,000 in the future. In June 2025, the increase to \$100,000 was approved effective July 1, 2025.

1H SBCCC 500.2 sets out the State Board’s special purchasing delegation policy, including the application and evaluation processes. This policy provides for four tiers of purchasing delegation authority: (1) \$10,000, (2) \$25,000, (3) \$50,000, and (4) \$100,000. Considering the general delegation increase, this code section is no longer applicable.

Rationale: This change will allow the 58 Community Colleges to raise their general delegation to \$100,000 to align with all State agencies. This allows agencies and Community Colleges the ability to purchase commodities and services, in amounts up to \$100,000, according to their local internal policy and processes.

Contact Person(s):

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