

	POLICY	Motion No.	512
	PROFESSIONAL SERVICES	Effective Date	1994
		Responsible Department	Business/ Finance
		Attorney Review / Date	[Attorney Name] [Date]

The Pennsylvania Highlands Community College will solicit, bi-annually, quotes for specific professional services offered to the College. The following professional services will be quoted three months in advance of the completion of the existing professional service:

1. College Solicitor
2. Auditing Service
3. Insurance Carrier
4. Banking Service as needed

After the quotes are received, the Board of Trustees will award contracts. The Pennsylvania Highlands Community College reserves the right of refusal of any professional service, even if low quote.

The accepted professional service must be established and operate in accordance with the rules and regulations of the profession.

Effective Date	Motion Number	Document Author	Description of Change
1994	512	Business/Finance	Initial Release