

# Purchasing

## Hours

- Mon.-Thu.: 7:30 a.m.-5 p.m.
- Fri.: 7:30 a.m.-12:30 p.m.

## Office Location

Suite 209  
Rundell Hall  
200 Lee Dr.  
Baytown, Texas

## Email

[lcpurchasing@lee.edu](mailto:lcpurchasing@lee.edu)

The Purchasing Office of the Lee College District is organized and administered as a division of the college's Financial Services division.

The Purchasing Department's goal is to promote the best interests of the Lee College District and the people it serves through intelligent action and fair dealing, which will result in minimizing cost and obtaining the maximum projected value for each dollar of expenditure.

Lee College District supports and encourages historically under-utilized businesses and therefore is committed to the principles of equal opportunity for all businesses.

The function of the Purchasing Department is to organize and administer procurement policies of Lee College District in accordance with the authority delegated by the Board of Regents and the State of Texas.

The Purchasing Department has the sole authority to negotiate for the purchase of supplies, equipment, and services. Lee College District will not assume obligation or liabilities without the prior approval of the Purchasing Agent.

Major construction contracts are the responsibility of the Vice President of Finance and Administration/CFO, with the Purchasing Department being responsible for the advertising of bids and public bid openings.

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