

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES <b>PURCHASING</b>	Policy <b>7.03.05</b>
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## I. Purchasing and Bidding

Purchasing procedures are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by N.C.G.S. § 143, Article 3 and § 115D-58.5.

1. State Contract Items - Items on state contract may be ordered directly from the vendor subject to any restrictions on the contract certification.
2. Non-Contract Items - Non-contract items of less than \$10,000 total order may be placed by the College without the oversight or approval of the Division of Purchase and Contract. Good purchasing practices mandate that competition is to be sought for all purchases. For small purchases, where the total order is \$5,000 or less, telephone or e-quotes should be obtained to establish competitive prices, unless the items are purchased off a state contract. A record of those quotes should be attached to the requisition. For the purchase of more than \$5,000 but less than \$10,000, a minimum of three written quotes must be obtained, and attached to the purchase requisition, unless the items are purchased off state contract. If three written quotes cannot be obtained, users must attach a note explaining the circumstances. A copy of the Request for Quotes Form may be obtained from the Purchasing office.
3. Competitive Bid Items - Non-contract items over \$10,000 must be sent by requisition to the Division of Purchase and Contract for competitive bids.
4. Contractual Services (includes Consultant Services) - Refer to Division of Purchase and Contract Purchasing Manual and the NCCCS Accounting Procedures Manual.

## II. Purchasing Procedure

1. Items of equipment (permanent fixtures) and supply items (materials expendable in normal use) are to be requested on the standard requisition form. All such requests must conform to purchasing regulations and available funds. All needed items which are covered under state term contract must be ordered from one of the vendors listed for that particular item.
2. Supply items of common nature are available through the Central Supply Room. To secure special supplies not available in Central Supply, the staff member must submit a requisition to the appropriate administrator as indicated in the steps below.

The following specific requisition procedures should be followed by all personnel when requisitioning items of equipment and special supplies:

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- a. Needs for supplies or equipment should be determined in accordance with the appropriate needs and available funds. Needs must be projected into the future as far as possible to facilitate bulk ordering and to eliminate "rush" ordering.
  - b. Requests should be made on the standard requisition form and submitted, with appropriate contract, quote or bid information attached and justification (if required), to the immediate supervisor, whose approval of the request is based on availability of funds and the suitability of the request. Disapproved requisitions are returned within three days to the staff member bearing a written reason as to why they were not approved by the immediate supervisor.
  - c. A purchase order is issued by Administrative Services on approved requisitions. At the time the purchase order is transmitted via the NC E-Procurement system to the vendor, a copy of the purchase order is returned to the person who made the request, or to the administrative procurement assistant of the appropriate department.
  - d. Specific authorized personnel may participate in the Southwestern Community College Procurement Card program to efficiently purchase goods and services. Procurement Card purchases bypass the requisition submission and issuance of a purchase order. However, all Procurement Card purchases must conform to existing SCC and State of North Carolina procurement guidelines and regulations. All Procurement Card purchases will be reviewed by the Coordinator of Procurement and Inventory monthly.
3. The Coordinator of Procurement & Inventory should be contacted with questions concerning purchase procedures and may assist in locating equipment supply houses or catalogs, and determine which items are on state contract. The Coordinator of Procurement & Inventory handles the disposition of surplus equipment.

Legal Citations: N.C.G.S. 115D-58.5; 1 NCAC 5B.1101 *et al.*

Adopted: April 2007

Revised: April 22, 2014