

ORANGEBURG-CALHOUN TECHNICAL COLLEGE PURCHASING POLICY AND PROCEDURES

The Orangeburg-Calhoun Technical College Purchasing Office will adhere to and abide by the policies, procedures and guidelines relating to the procurement, management, control and disposal of supplies, services and construction as applicable under the authority of the South Carolina Consolidated Procurement Code.

The only persons authorized to commit the College for the purchase of goods and/or services are the President and the Vice President for Business Affairs. The Procurement Officer has been delegated the authority for procurement of supplies, equipment and services necessary for the operation of the College and reports to the Vice President for Business Affairs.

The Purchasing Office has responsibility for general oversight of all purchasing; however the requisitioner has the responsibility to provide the Purchasing Office with as much information as possible related to the procurement.

PROCUREMENT CODE REQUIREMENTS:

1. Purchases not in excess of \$1,500.

Small purchases not exceeding \$1,500 may be accomplished without securing competitive quotations if the prices are considered to be reasonable. It is preferred that two (2) verbal quotes be obtained and documented on the Requisition.

2. Purchases from \$1,501 to \$5,000.

Solicitations of verbal or written quotes from a minimum of three (3) qualified sources of supply shall be made and documentation of the quotes attached to the Purchase Requisition. Faxed quotes will be accepted. The award shall be made to the lowest responsive and responsible source. (Section 11-35-1550 of the Procurement Code.)

3. Purchases from \$5,001 to \$25,000.

Solicitations of **written** quotes from a minimum of three (3) qualified sources of supply shall be made and documentation of the quotes attached to the Purchase Requisition. Purchases over \$10,000 must also be advertised at least once in South Carolina Business Opportunities (SCBO) per Section 11-35-1550 of the Procurement Code.

4. Purchases over \$25,000.

Sent to the Materials Management Office (MMO) for processing which includes advertising in SCBO, posting the solicitation on the MMO website, receipt of bids/proposals, tabulation of bids and issuing the award letter.

PETTY CASH

1. Petty cash procedures:

Procurements that are less than \$50.00 may be accomplished through the use of petty cash. This will be limited to situations where the goods are needed quickly, a vendor is readily available and there is not a term contract with a vendor. The Purchasing Officer will make the determination after reviewing the completed requisition. If appropriate, the Requisition will be taken to the cashier and petty cash will be issued in the amount of the estimated purchase price. The Purchasing Officer may then make the purchase or authorize the requisitioner to do so. After procurement, change and/or receipt must be delivered to the cashier within two (2) working days. Receipts, which do not identify the vendor, will not be accepted. The person doing the purchasing must sign all receipts.

INTERNAL REQUISITION

The **Requisition** (EXAMPLE 1) is the most important communication between the requesting party and the Purchasing Office. This document notifies the Purchasing Office that a department desires a specific item or service. It should be forwarded to the Purchasing Office as soon as possible in advance of actual commodity need. It must present specific and complete details on the commodity or service desired. The item description, quantity, cost, freight/shipping charges (if known) must be completed. Quotes (for Requisitions over \$1,500.00) must be attached. The Purchasing Office can assist in the quote process if help is needed.

All Requisitions must be signed by the requisitioner and approved by their supervisor (Department Head or above). The Requisitions are then sent to the Purchasing Office for processing. The Purchasing Office sends any Requisition of unusual need (i.e. equipment, special travel needs, outside food service) or any Requisition which totals \$2500.00 or greater to the President for approval.

When the Requisition process has been completed, the Purchasing Office will prepare the **Purchase Order**. It will be mailed, faxed or called into the vendor, unless it is determined to be more appropriate to send to Accounting to be processed for pre-payment.

Requisitioners shall not place, alter or cancel purchase orders with a vendor. **The Procurement Officer is the only college employee authorized to perform these functions.**

South Carolina procurement law states that any order placed **PRIOR** to a completed Requisition being given to the Purchasing Office and a Purchase Order formally prepared is an “unauthorized purchase.” **Such purchases must be explained in writing, addressed to the Purchasing Officer, and must be ratified by the college President. A log of all unauthorized purchases must be forwarded quarterly to the Materials Management Office (MMO) for review/audit.**

INSTRUCTIONS FOR COMPLETION OF REQUISITION FORMS

SEE LAST PAGE FOR AN EXAMPLE OF A COMPLETE REQUISITION

1. Type of purchase – (Section A) - Indicate the category the purchase represents, (i.e. supplies, equipment, etc.).
2. Quantity – (Section B) - Provide the actual quantity to be ordered. Indicate appropriate numerical amounts.
3. Units – (Section C) - How the item is sold/packaged, (i.e. each, set, kit, package, 1,000, etc.)
4. Description – (Section D) - Information must be as complete as possible. Definitely include the type of item or commodity, model or part number, dimensions, color as well as any other descriptive data.
5. Pricing – (Section E) - Indicate the unit price and the extended amount (number of items X unit price); subtotal the order, {include freight charges (if known), shipping/handling and insurance charges, (if applicable)}, then total the order.
6. Vendor block – (Section F) - Provide vendor's name, full address, contact person for the company and the telephone number and fax number if available. This aids in obtaining any necessary information for completion of the process of procurement.
7. Remarks – (Section G) - Provide any special or "required" instructions, (i.e. payment to be enclosed with purchase order, date item is needed, etc.)
8. Originator's signature – (Section H) - Requisitioner is to sign. If the funds are to be charged to another budget other than the requisitioner's, the person responsible for that budget account must sign also.

9. Supervisor's signature – (Section I) - To be signed by supervisor of the originator. This must be Department Head or above.

10. Account Number – (Section J) - The department budget account (s) the purchase is to be charged against.

11. Vendor number and purchase order number will be filled out by the Purchasing Office.

12. The Requisition is a three-part form. Send first and second page to the Purchasing Office, along with quotes and any other pertinent documentation. The requisitioner should keep the third (pink) copy for his/her records.

Requisitions should be carefully reviewed before sending to the Purchasing Office. Accuracy is most important. Incomplete or inaccurate Requisitions may be returned for revision or further information. The Purchasing Office will indicate on the Requisition any missing/necessary information needed. Returning Requisitions for more information slows the purchasing process.

PURCHASE ORDER

Each complete Purchase Order has four (4) parts and is distributed as follows:

1. White (original) copy to vendor
2. Salmon (copy II) for permanent file in Purchasing Office
3. White (copy III) goes to Shipping/Receiving and Accounting
4. Salmon (copy IV) returned to requisitioner

The Procurement Officer signs all Purchase Orders. When the Procurement Officer is not available, the President of the College or the Vice President for Business Affairs will sign.

PURCHASE ORDER CHANGES

Situations occur that may require changes to Purchase Orders which have already been processed; such as: vendors calling with price changes, quantity changes, and actual change of items ordered due to the unavailability of those items. In the event that a change is required to a Purchase Order, the Procurement Office and the requisitioner are to be notified.

THE PROCUREMENT OFFICER IS THE ONLY ONE AUTHORIZED TO PLACE, ALTER (CHANGE) OR CANCEL A PURCHASE ORDER WITH A VENDOR.

ACCOUNTING DISCREPANCIES

When an invoice has a variance of 10% (or more than \$100.00) from the Purchase Order, the Accounts Payable Clerk sends a copy of the invoice to the Procurement Officer. The Procurement Officer then checks with the requisitioner and/or vendor to verify the invoice and when necessary, requests an explanation in writing from the requisitioner and completes a modification form.

PURCHASING OFFICE STAFF:

**CHERYL PATRICK, CPPB
535-1243**

PROCUREMENT OFFICER

**JOAN MOORE
535-1244**

PURCHASING ASSISTANT

Revised JULY 2004