

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: PROCUREMENT

BASED ON POLICY:

REVISION NUMBER: 3

OFFICE OF RESPONSIBILITY: ADMINISTRATIVE SERVICES

Regina C. Manfield

PRESIDENT

June 11, 2013

DATE

PURPOSE

The purpose of this procedure is to outline the process for purchasing of goods and general services for the College.

PROCEDURE

Procurement of goods and revenues by state agencies is governed by the South Carolina Consolidated Procurement Code, and this code should be consulted for any detailed information required in a purchase.

1. The Purchasing Office is the only unit of the College authorized to procure goods and services for the College, except as provided for the policy on petty cash and purchases for the bookstores. All procurement by the Purchasing Office shall be made by the issuance of purchase orders properly authenticated by the Purchasing Office staff.
2. Completion of the Purchase Requisition Form:
 - a. A complete and accurate purchase requisition form is required prior to a purchase order being issued for requested supplies, equipment or for the fulfillment of any service. The preferred method is to complete the request

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directly in Colleague. If paper forms are needed, they are available on the Everyone server.

- b. The requisition form must be completed in a clear and understandable manner. Each article must be carefully and completely described including quantity, unit price, size, color, manufacturer, model number and/or catalog number whenever possible. If a special date of delivery or special handling is required, this should be indicated on the requisition. Suggested vendor, with Federal identification Number, should be noted whenever possible; however, selection of vendors and all price negotiations are the responsibility of the Procurement Officer. Submitting accurate and complete requisitions is important because failure to submit adequate information will result in return of the requisition to the originating department and undue delays.

3. Level of Approval

- a. Requests for procurement or obligation shall require as a minimum the following level(s) of approval:

| | |
|-----------------|--|
| Up to \$10,000 | Fund Administrator |
| \$10,000 and up | Vice President for Administrative Svcs |

For purpose of leases, the total payout dollars over the term of the lease shall be used to determine the level of approval required.

- b. A fund administrator is an individual who is an Executive Committee member or who reports to an Executive Committee member and has been assigned responsibility for the account.
- c. In emergencies and in the absence of the individual required for approval, the next higher level of approval will be necessary. In the absence of the President, the designee shall have authority to approve expenditures.
- d. The Vice President for Administrative Services is authorized to determine the requirement for Sole Source and Emergency Procurement in accordance with the provisions of the State Consolidated Procurement Code.

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e. The original requisition must be submitted to the Purchasing Department after the signatures of the appropriate level(s) of approval have been secured in the space designated on the form. In addition, requisitions for the following will require coordination and approval as follows: (1) Printing of publications, brochures, or materials to be distributed to the community must be approved by the Public Relations Department. (2) Construction services and rental of facilities must be approved by the Vice President for Administrative Services.

4. Purchase Requisition Rejection Due to Lack of Funds:

Upon receipt in the Business Office, the requisition is checked for completeness and the budget checked for available funds. If the requisition is complete and funds are available, the funds are encumbered and a purchase order is issued. Otherwise, the requisition will be returned to the requestor.

5. Processing of Completed Purchase Requisition:

The Procurement Officer will determine the method of procurement. The procurement will be processed in accordance with the South Carolina Procurement Code, which requires the following:

- a. Purchases Not in Excess of \$10,000. Small purchases not exceeding \$10,000 may be accomplished without securing competitive quotations if the prices are considered to be reasonable as determined by the Procurement Officer.
- b. Purchases from \$10,001 to 50,000. Solicitations of oral and written quotes from a minimum of three qualified sources of supply shall be made and documentation of the quotes attached to the purchase requisition. The award shall be made to the lowest responsive and responsible source.
- c. Purchases exceeding \$50,000 are bid through the State Procurement Office (MMO).

6. Processing the Purchase Order:

After the necessary processing has been completed, an official purchase order is issued. These documents will be authenticated by the Procurement

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Officer. The vendor copy is mailed to the vendor, department copy is sent to requisitioner, accounts payable copy is attached to the requisition and filed in purchasing, and the receiving copy is given to the equipment coordinator.

7. Receipt of Orders:

- a. All shipments will be received by the Property/Inventory Department located on the west side of the Campus and redistributed to the using departments unless other prior arrangements have been made. The using departments must sign for all materials received, immediately inspect all items and report any discrepancies immediately to the Property/Inventory Department which notifies the Purchasing Department. It is the responsibility of the requisitioner to notify the Purchasing Department immediately upon receipt of any items that are shipped directly to the using department or picked up by the requisitioner. Receiving reports are filed in the Property/Inventory Department.
- b. All items delivered to the College and received by the Property/Inventory Department will be opened and inspected prior to distribution. Any items(s) delivered without a purchase order number will be forwarded to the Purchasing Department for verification that the item(s) is an authorized procurement prior to forwarding to the using department.

8. Invoice Processing:

Invoice processing is handled by the Procurement Officer. It involves an audit of the purchase order, receiving report and the invoice. The audit verifies the receipt of materials or services rendered, the correctness of prices, the accuracy of extensions and other pertinent factors.

9. Lead Time:

When determining lead time required in the Purchasing Office for processing a requisition and forwarding a purchase order to the vendor, the following lead times shall be allowed for placing the order. An additional 30 to 60 days may be required for delivery after the order is placed. Each year the College publishes information about the latest date purchasing requisitions should be submitted to assure goods and/or services are received during the current budget year.

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10. Emergency Procurement

The President or the Vice President for Administrative Services, the head of a purchasing agency, or a designee of either officer may make or authorize others to make emergency procurement only when there exists an immediate threat to public health, welfare, critical economy and efficiency, or safety under emergency conditions as defined in regulations promulgated by the board; and provided that such emergency procurement shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

11. Procedures for Obtaining Emergency/Verbal Purchase Orders

- a. The requestor should complete the purchase requisition including the prices. If actual prices are not available, estimate prices, or price not to exceed should be listed.
- b. The requestor should obtain approvals needed; if approvals are verbal, this should be noted on the requisition.
- c. After approvals are obtained, the requisition should be submitted to Purchasing.
- d. Upon receipt of the requisition, the Procurement Officer will fill out an Emergency form and send it to the President for signature.
- e. Once the signed emergency form is received by Purchasing, a purchase order is issued.

12. Procedures for Procurement Card

The Procurement Card is issued to individual employees approved by the Vice President for Administrative Services or his designee. Each cardholder must comply with the Comptroller General's Office Purchasing and Expenditure Policies and Procedures. The card must be used for legitimate business purposes only. Misuse of the card will subject cardholder to disciplinary action in accordance with office policies and procedures relating

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to disciplinary action and termination clause. The same Purchase Requisition procedure applies to Procurement Card usage.