CP – 5.2.1
PURCHASING

Related Board of Trustees Policy: BP 5.2
OPR: Vice President for Administration
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PURCHASING

No supplies, materials, or services should be purchased or obtained without a purchase order, either a written requisition or an E-procurement requisition, or without following the approved procurement card procedures. All requisitions and procurement card purchases must include the appropriate employee and supervisory signatures or E-procurement approvals before submission to Financial Services.

Whenever possible, use E-procurement to submit a purchase requisition. All E-procurement orders require a "title" which should start with the unit code (general ledger budget code) of the requesting department. For example, an order from Technology Services might be titled, "Unit 15000: Computers for Science Lab."

If E-procurement cannot be used for a particular purchase, complete Form 5.2.1a, *Requisition Form*, (including appropriate signatures) and send the original form to Financial Services for processing. Form 5.2.1b, *Requisition Form Instructions*, is located on Craven Compass for additional guidance.

The Executive Director of Financial Services or the Vice President for Administration may disapprove a request for purchasing supplies, materials, or services if:

- Items/services are deemed to be unnecessary to the strategic priorities of the college
- Amount to be expended exceeds a unit's budgeted funds
- College funds are unavailable for the purchase
- The purchase request is submitted after March 31st (or the Friday prior, if this date falls on a weekend)
- The purchase has not received prior approval from, IT, Facilities, Safety, etc. as applicable

In emergency situations or due to extenuating circumstances, items costing less than $25.00 may be purchased without prior approval from Financial Services [see Internal Control Process (ICP) 5.1.1.2, Petty Cash]. Petty Cash may not be used to circumvent using a written requisition or submitting an E-procurement order. In addition, <u>all</u> purchases of $25.00 or more require <u>prior</u> supervisory and Financial Services approval.

Equipment items costing <u>$5,000</u> or over (including tax and freight), or any high-risk items, regardless of purchase price, can only be purchased via purchase orders. These items must be tagged and inventoried.

For purchases of more than <u>$31,000, but less than $100,000</u>, a formal competitive solicitation is required. The Purchasing Office executes the bidding process. Departments should be mindful of the time required to complete the solicitation process in their expectations for when the goods/services can be received.

Purchases of <u>$100,000 or more</u> are not processed by individuals or units. They must be referred to and processed by the College's Purchasing & Fixed Assets Coordinator.

All goods and services must be received on campus and paid for by the end of the fiscal year for the funds to be used from the current year's budget. The Executive Director of Financial Services will establish a cutoff date annually to the budget managers.

Accountability

Violation of the purchasing rules and procedures by employees will be documented by the Purchasing Office. Corrective actions include, but are not limited to:

<u>First Violation.</u> A purchase or service is acquired by an employee without an approved purchase order or procurement card:

- The Purchasing Office will notify the employee via email, copied to the applicable Dean/Department Head and the Vice President for Administration. The employee will be provided documentation of the violation and counseling regarding the proper purchase processes.

<u>Second Violation</u>. A purchase or service is acquired by an employee without an approved purchase order or procurement card, and there has been a previous violation during the prior two years:

- The Purchasing Office will notify the employee via email, copied to the applicable Dean/Department Head and the Vice President for Administration. The employee will be provided documentation of the violation and the previous one. The supervisor is required to document having counseled the employee, at a minimum, regarding the violation and the proper purchasing processes [see College Procedure (CP) 2.9.1, *Employee Progressive Discipline*].

<u>Third Violation</u>. A purchase or service is acquired by an employee without an approved purchase order or procurement card, and there has been a previous second violation during the prior two years:

- The Purchasing Office will notify the employee via email, copied to the applicable Dean/Department Head and the Vice President for Administration. The employee will be provided documentation of the violation and the previous two, with documentation of the current violation and previous two violations. The employee is subject to sanction(s) as provided by CP 2.9.1, *Employee Progressive Discipline*, up to and including dismissal.

Severe purchasing violations, as determined by the Vice President for Administration, may warrant immediate sanction(s), as provided by CP 2.9.1, *Employee Progressive Discipline*, up to and including dismissal.

All purchase requisitions (paper or E-procurement) should be completed and submitted to Financial Services by March 31st each year (or the Friday prior if this date falls on a weekend). Purchasing requisitions received after this date may be considered on a case-by-case basis by the Executive Director of Financial Services or Vice President for Administration.

Associated Handbooks and Forms

- 5.2.1a. *Requisition Form*
- 5.2.1b. *Requisition Form Instructions*
- ICP 5.1.1.2. *Petty Cash*
- CP 2.9.1. *Employee Progressive Discipline*