



Last updated 1/31/06

POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Procedure Title: **Purchasing** **7.13.1**
Responsible Division: Administrative Services
Date Approved: January 2006

1. **Purchasing and Bidding** - Purchasing procedures are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by G. S. 143, Article 3 and 115D-58.5.
 - a. **State Contract Items** - Items on state contract may be ordered directly from the vendor subject to any restrictions on the contract certification.
 - b. **Non-Contract Items** - Non-contract items of less than \$10,000 total order may be placed by Southwestern Community College on its own purchase orders by securing a minimum of three written quotes.
 - c. **Competitive Bid Items** - Non-contract items over \$10,000 must be sent by requisition to the Division of Purchase and Contract for competitive bids.
 - d. **Contractual Services (includes Consultant Services)** - Refer to Division of Purchase and Contract Purchasing Manual and the NCCCS Accounting Procedures Manual.
 - e. **Quotations** - It is not a state requirement that written quotations be secured on miscellaneous non-contract items or orders totaling less than \$1,000. It is strongly recommended that you do so when good purchasing practices and the nature of the item(s) dictate.
2. **Purchasing Procedure**
 - a. 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.

- b. Supply items of common nature are available through the Central Supply Room. To secure special supplies (textbooks included) 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:

1. 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.
 2. 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.
 3. 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.
- c. 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.

[Chapter 7 Table of Contents](#)

[Back to Index](#)

[Back to Policies and Procedures home page](#)

BACK TO SCC HOME