

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES PURCHASING	Policy 7.03.05
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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.

A. State Contract Items - Items on state contract are not subject to the competition requirements for non-contract items. They may be ordered from the vendor subject to any restrictions on the contract certification.

B. Non-Contract Items - Competition Requirements

- i. Non-contract items less than \$50,000 total order may be placed by the College without the oversight or approval of the Division of Purchase and Contract.
- ii. Small purchases: Good purchasing practices mandate that competition is to be sought for all purchases. For small purchases, where the total order is \$10,000 or less, telephone or e-quotes can be obtained to establish competitive prices. For the purchase of non-contract items more than \$10,000 but less than \$25,000, a minimum of two vendor quotes should be obtained, and attached to the purchase requisition or maintained by the user. If two written quotes cannot be obtained, users should attach justification allowed by the SCC Purchasing Manual.
- iii. Informal purchases: Non-contract items between \$25,000 and \$50,000 must use informal bidding. This requires at least three quotes or RFQ's with the NC Terms & Conditions. EProcurement Collaborative Requisitioning may be used.

If a quote is requested and a vendor does not reply within the specified time frame, this is considered a "no quote" and will meet the requirements of a required quote.

- iv. Formal purchases: Non-contract items over \$50,000 require formal bidding or another approved waiver process. Bidding documents, final awards and sole source waivers must all be approved by the NC Division of Purchase and Contract. The 2022 NC Procurement Manual and SCC Procurement Manual outline specific procedures to be used including all emergency or other approved purchasing processes.

C. Contractual Services - Refer to Division of Purchase and Contract Procurement Manual and the NCCCS Accounting Procedures Manual. Contractual Services will follow the same competition requirements and procedures as purchasing equipment and supplies. Exceptions to these procedures are referenced in 2022 NC Procurement Manual.

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II. Purchasing Procedure

Supply items of common nature are available through the Central Supply Room. Items of equipment (permanent fixtures) and specialty supply items (materials expendable in normal use) are to be requested primarily through the state purchasing program, eProcurement, or purchased with a pcard. All needed items which are covered under state term contract must be ordered from one of the vendors listed for that particular item unless using the purchasing flexibility; 115D-58(a)(1-3)..

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

- a. Needs for supplies or equipment should be determined in accordance with the appropriate needs and available funds. Orders may not be broken up in order to reduce the amount of competition required.
- b. Requests made through eProcurement should be submitted with appropriate contract, quote or bid information attached and justification (if required). Supervisor approvals will take place electronically through the eProcurement system.
- c. 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 monthly.
- d. Checks for invoices may also be requested with a requisition or check request form. The requisition form must be signed by an appropriate Supervisor. This is primarily for services, one-time purchases when vendors are not in the eProcurement system, and occasional reimbursements. These requests must also follow the competition requirements listed above. Vendors in the eProcurement system should be used whenever possible.
- e. The Coordinator of Procurement 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 handles the disposition of surplus equipment.

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

Adopted: April 2007

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