

Procedure 4.1201

Purchasing Procedure

Administrative Services is responsible for all purchasing of supplies, materials, equipment and services. Purchasing procedures mandated by the State must be followed.

Requisition

* Departments must complete a requisition form and submit to Administrative Services through the supervisory channels. Items available in the Central Supply Room do not require a requisition form but must be signed for by authorized person(s).

* Items on state contract must be purchased from state contract vendors. Requisition forms should be prepared identifying the state contract certification number.

Contact the Purchasing Coordinator for information on accessing the state contract files.

* Items not on state contract:

Under \$2,500 quote not generally required. (Securing of competitive prices is recommended.)

\$5,000-\$10,000 Telephone Quotes acceptable, vendor must confirm quote(s) in writing.

\$10,000 and over, Submit specifications to Administrative Services for processing through Purchase and Contract Division. (Administrative Services to assist in the Procurement of these quotes). A copy of NC General Contract Terms and Conditions must accompany all official quotes to vendors. (Forms can be obtained from Administrative Services.)

(Attach all original bids and quotes to requisitions.)

* Administrative Services receives both copies of the completed requisition.

Procedure

* After a purchase order is issued, one copy of the requisition showing the purchase order number and date ordered is returned to the originator.

Notes:

* The above procurement procedures do not exempt an employee from purchasing from State Certification Contracts when these item(s) are on a State Contract.

* Sole source items must be documented with a written statement on the requisition certified with the user's signature under the statement.

* Purchases by an employee for reimbursement must be approved by the Vice President of their department/division prior to purchasing item(s). If prior approval is not obtained, reimbursement may not be approved.

* Orders may not be split to avoid purchasing procedures outlined earlier.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Purchasing Policy](#)

History

Senior Staff Review/Approval Dates: *11/6/13, 10/03/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*