

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PURCHASING PROCEDURES

Effective July 1, 2013

Procedure 9-03 (H)

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(1) Authorized Purchases:

A purchase of goods, services, leases or rentals is authorized by the college when a purchase order is issued by the Purchasing/Accounts Payable office. A purchase order is a legal agreement between the college and a vendor.

(2) Contracts/Agreements:

Some purchases may require an accompanying contract or agreement. Contracts must be reviewed by the Attorney General's Office In-House Legal Counsel unless the language of a contract has been previously reviewed and approved. Each contract must have two signatures. The only individuals authorized to sign contracts or agreements are the President, Cabinet members, and direct reports to Cabinet members who are administrators.

(3) Auxiliary Enterprises:

Purchases of goods, services, leases or rentals initiated by authorized purchasing agents in the college's auxiliary enterprises may be processed using a system of requisitioning and purchase order issuance other than the college's system. Such processes must be approved in advance by the appropriate Cabinet member.

(4) Unauthorized Purchases:

No individual may obligate the college if Policies and Procedures are not followed or she/he may be held personally liable.

(5) Purchase of Goods or Services for Personal Use:

The college's resources shall not be used in any manner for the purchase of personal goods or services, even if the intention is to fully reimburse the college for such purchases.

(6) Coordinated Purchases:

Purchase of certain items is best served when coordinated through a central location. This provides campus-wide continuity and compatibility. Designations for coordination of central purchases shall be made by the Purchasing/Accounts Payable office. Requisitions for purchases coordinated centrally will have special approvals assigned by the Purchasing/Accounts Payable office.

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(7) Competitive Bidding:

All competitive bids will be solicited by the Purchasing/Accounts Payable office or by its authorized agents in operating departments pursuant to the established procedures. The Purchasing/Accounts Payable office reserves the right to obtain competitive quotations regardless of dollar value whenever, in its judgment the quotations may serve the college's best interest.

(8) Bidding Requirements:

Bidding guidelines for goods and services will be established by the Purchasing/Accounts Payable office, in conjunction with the operating departments, and will be implemented by the Purchasing/Accounts Payable office or by its authorized agents in operating departments.

Other than the exceptions noted in the section in this procedure entitled *Exception to Bidding Requirements*, competitive bid quotations shall be obtained as follows:

GOODS up to \$24,999: At least three quotations will be solicited if the Purchasing/Accounts Payable office or its authorized agents determine the results may be advantageous to the college.

GOODS \$25,000 and above: The Purchasing/Accounts Payable office or its authorized agents will obtain at least three formal competitive written quotations based on written specifications.

SERVICES up to \$49,999: At least three quotations will be solicited if the Purchasing/Accounts Payable office or its authorized agents determine the results may be advantageous to the college.

SERVICES \$50,000 and above: The Purchasing/Accounts Payable office or its authorized agents will obtain at least three formal competitive written quotations based on written specifications.

A single purchase may not be divided for the purpose of avoiding the bidding requirements and procedures.

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- (a) Exceptions to Bidding Requirements:
- (i) *Purchasing Contracts:* Bidding for many items purchased by the college has already been conducted in a cooperative environment or are exempted in the *Ohio Revised Code*. Contract pricing through the State of Ohio, the Ohio Inter-University Purchasing Council (IUC), General Services Administration (GSA), Educational & Institutional Cooperative (E&I), National Joint Powers Alliance (NJPA), National Inter-Governmental Purchasing Alliance (National IPA), US Communities, Provista, Sourcing Office, and The Ohio State University, Ohio Association of Community Colleges, and other group purchasing organizations that competitively bid procedures and services need not be re-bid.
 - (ii) *Single/Sole Source:* Due to the nature of the item or to the sales structure of the company, only a single or sole source is available to purchase the item. Documentation from the requisitioning department must be submitted to and approved by the Purchasing/Accounts Payable office to substantiate the choice.
 - (iii) *Items Procured for Retail Sale:* Items procured by the college's auxiliary enterprises for the purpose of retail sales.
 - (iv) *Certain Professional Services Contracts:* While certain service contracts, including legal, architectural and engineering, are exempt from the bidding process, they may be subject to selection guidelines as determined by the Purchasing/Accounts Payable office or by state or other laws.
 - (v) *Emergency Purchases:* Emergency situations where safety, severe damage to college equipment or property, or situations in which the college's ability to continue operations is significantly at risk, bidding procedures will be suspended with the approval of a member of the Cabinet. SEE SECTION 9 FOR OPTIONS FOR MAKING A PURCHASE DURING AN EMERGENCY.

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(9) Requisitions:

Purchasing is primarily conducted via Electronic Requisition and Purchase Order. This method of purchasing should always be utilized whenever possible due to the efficiency in processing, the protection it affords the college by the terms and conditions that are part of the Purchase Order, and the completeness and timeliness of activity being recorded in the Financial System when it is initiated electronically. If purchasing is conducted manually, it is completed by either check request or by credit card that is controlled by the Purchasing office. The college also has the ability to transmit payments via ACH or Wire to some suppliers. A final, but not recommended option is for an employee to make a purchase and be reimbursed by the college.

Process for Making a Purchase Electronically:

- a) A requisition to the Purchasing/Accounts Payable office shall be initiated by an operating department for the purchase of all equipment, material, supplies, and services.
- b) Electronic signature approval is required on requisitions and will vary by division. A signature approval structure for a division will be established by the member of the President's staff who oversees the division.

Process for Making a Purchase via College Credit Card:

- a) Contact Purchasing for a copy of the college credit card form.
- b) Complete the form, with proper approvals.
- c) Purchasing will place the order with the supplier.

Process for Making a Purchase via ACH or Wire Transfer:

- a) Contact Treasurer or Controller office and provide supplier transfer information. Appropriate approved documentation with Cost Center and Object Code should also be provided.

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- b) Treasurer or Controller will transfer funds to supplier by ACH or Wire.

Process for Making a Purchase Out-Of-Pocket and Being Reimbursed:

- a) Obtain written approval from Cost Center Manager, if possible, prior to making purchase.
- b) Place order with supplier using personal funds or credit card.
- c) Download Reimbursement form and submit with receipt and Cost Center Manager's approval to Accounts Payable. Note that tax, by law, can't be reimbursed.

(10) Pre-Payment and Voucher Buying:

In instances that require advance payment, documentation must be submitted to Accounts Payable with a "Request for Payment to Outside Vendor" form. Pre-payments may be required for subscriptions, membership fees, professional fees and personal services such as honorariums.

(11) Facsimile or E-mail Bids:

Bids transmitted via facsimile machine or by electronic mail will be accepted unless specifically prohibited in bid specifications. Formal acceptance of the bid will not occur until the original document is received in the Purchasing/Accounts Payable office. This must occur during the two business days following the bid opening.

(12) Errors in Bids:

Vendors are responsible for the accuracy of their quoted prices. Quotations may be amended or withdrawn by the bidder up to the bid opening date and time. After the bid opening date and time, in event of an error, bids may not be amended but may be withdrawn prior to the acceptance of the bid. After an order has been issued, no bid may be withdrawn or amended unless the Purchasing/Accounts Payable office considers the change to be in the best interest of the college.

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(13) Rejection of Bids:

The Purchasing/Accounts Payable office reserves the right to reject any or all bids whenever, in its opinion, the action will be in the best interest of the college or pursuant to state law.

(14) Controlled Substances and Hazardous Materials:

State and federal laws govern the purchase, control and use of controlled substances and hazardous materials. Guidelines for such purchases are established in the college's employee safety manual.

(15) Cancellation or Modification of Orders:

Requests to cancel or modify purchase orders should be communicated in writing to the Purchasing/Accounts Payable office.

(16) Blanket Purchase Orders:

Blanket purchase orders (BPO) are open-ended orders set up for a specified time period with an established dollar limit. Blanket POs are recommended for low cost, low volume purchases from a single vendor.

Blanket POs expire at the end of the fiscal year (June 30). Total expenditures on a blanket PO may not exceed the PO amount. All bidding procedures are applicable to such purchases.

(17) Emergency Purchases:

In times of an emergency, due to natural disaster or other catastrophe, when the Purchasing/Accounts Payable Office is inaccessible and/or enterprise resource planning software is inoperable, emergency purchasing procedures will apply. See Section 8 for bid waiver instructions and Section 9 for purchasing method options.

Depending on the severity and location of the emergency, or if IT operations are down including servers, the ERP system and phones, one or more purchasing processes could be followed. If requisitions, purchase orders and checks can't be used to pay suppliers, the options for buying goods and services include college

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credit card, ACH, or wire transfer and employee reimbursement as discussed in Section 9.

Questions regarding emergency purchases should be addressed to the Purchasing or Controller's office to ascertain the best option and to avoid any personal liability.

(18) Contact:

For additional clarification, information or assistance in applying Policy and Procedures contact the Purchasing/Accounts Payable office.

Last Effective Date: January 12, 2004