



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Procurement

**RELATED POLICY
AND PROCEDURES:** 7-8-1012 Procurement

**DIVISION OF
RESPONSIBILITY:** Business and Finance

June 10, 2013

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the responsibility of the Vice President for Business and Finance and the Procurement Officer to review and revise this procedure.

General

The procedures contained herein do not address, in detail, all aspects of the South Carolina Consolidated Procurement Code (hereafter called The Code), and the respective regulations. The code may be accessed in the Procurement Office, or accessed online at the Piedmont Technical College (PTC) website at ptc.edu/Procure/ or at the State Materials Management web site at <http://www.procurement.sc.gov/> for specific content, if necessary. This procedure should be viewed as a general guideline for all procurements and changes will be made as necessary to reflect the college's position on procurement related matters and to comply with changes to The Code and any other applicable regulations.

Procedure

A. Procedural Responsibilities

1. The Business and Finance Division is responsible for all procurement related activities from the beginning (planning stage) to the end (disposition of surplus)



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property) and all documentation thereof. These activities include, but are not limited to:

- a. Receipt of internal requisitions (whether computer generated, online, or hand written).
 - b. Verification of fund availability and other budget/accounting information.
 - c. Approvals of authorized parties prior to processing of orders.
 - d. Processing of procurement documentation and file maintenance.
 - e. Application and adherence to The Code and Regulations of all procurements.
 - f. Verification and evaluation of procurement documentation.
 - g. Preparation of formal purchase orders, mailing, faxing or emailing and distribution.
 - h. Preparation and submittal of all quarterly procurement reports. Procurement Office acts as liaison between State Materials Management Office and individual requisitioners.
2. The Procurement Office has full responsibility for obligating College funds for any goods, supplies, equipment, services and contractual agreements required by the College. The procurement office, through the issuance of procurement cards to individual offices, can delegate a limited amount of responsibility for obligating College funds. Procurement card purchases can be limited in amount and types of purchases by limitations placed on card usage with the card's issuing financial institution. No other office is to attempt to obligate College funds without going through the proper procurement procedures as outlined in this procedure.
 3. The Accounts Payable Office handles the processing of payments made to vendors for all procurements, except those that are handled by the College Foundation, or use of procurement cards. All discrepancies must be researched and then verified by the procurement office in conjunction with the Accounts Payable Office. Requisitioners are notified if the discrepancy results in a change order being processed prior to payment being made.



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4. All departments are responsible for the initiation of their individual requests for any goods, supplies, equipment, services or contractual agreements. Requests are to be first routed to the Division Dean, Department Head/Academic Program Director, or other administrative person responsible for the approval process of requests. If the request can be purchased with a procurement card, then the department will purchase the item(s) from a state approved vendor. If the item(s) cannot be acquired with the procurement card, the requisition is submitted to procurement either electronically (on-line requisition), or manually (copied from the website and completed) for purchase order processing.
5. All departments within the College are to submit all contractual agreements to the Procurement Office for approval prior to obtaining the services. These include all service contracts, maintenance contracts, repairs, consultant services and Continuing Education instructional courses requirements. Only the President of the College, the designated Vice President, or the Procurement Officer may approve or authorize (by signature) contractual agreements of any kind. No other office or person has the authority to sign any contracts.

B. Limitations

1. In accordance with the provisions resulting from the revisions to the South Carolina Consolidated Procurement Code and its ensuing regulations as of August 19, 2008, Piedmont Technical College is authorized to make procurements up to \$50,000 in the areas of goods and services, consultant services and information technology. Purchases made under Statewide Term Contracts awarded by the Materials Management Office, approved Sole Source and Emergency Procurements, and those items listed in The Code under Exemptions are not limited to the \$50,000 amount.
2. All procurements of \$10,001–\$50,000 must be advertised at least once in the South Carolina Business Opportunities publication. The Procurement Office will handle all procurements meeting these criteria. Any procurement under \$50,000.00 is non-protestable.
3. All procurements of \$50,000.01 or more which does not fall into the area of being an exemption or South Carolina State Contract item must be submitted electronically on a state requisition form to the State Materials Management Office for processing. These procurements will be processed by the Materials Management Office. This procedure can take anywhere from thirty days to one hundred and twenty days for processing. Sufficient time must be allowed for this



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lead-time. The awards for these purchases will be made directly by the Materials Management Office (MMO) or Chief Information Office (CIO) Award notices are sent to vendor by MMO or CIO, and purchase orders are processed by Piedmont Technical College.

C. Exemptions

The following listing represents certain items or activities which are exempted from The Code as pertaining to Piedmont Technical College. There are some notes at the end of this listing that may explain the rationale for an item to be exempt. If an exempt item is being purchased, that must be annotated by specific exemption number on the purchase requisition by the procurement officer. A complete listing of all exemptions is available in the procurement office for review. However, this listing generally applies to certain activities routinely required by Piedmont Technical College:

1. The construction, maintenance and repair of bridges, highways and roads; vehicle and road equipment and repair; and any other emergency type parts or equipment utilized by the Department of Highways and Public Transportation.
2. The purchase of raw materials by the South Carolina Department of Corrections, Division of Prison Industries.
3. Expenditure of funds at State institutions of higher learning derived wholly from athletic or other student contests, from the activities of student organizations and from the operation of canteens and bookstores, except as such funds are used for the procurement of construction, architect-engineer, construction-management and surveying services.
4. Articles for commercial sale by all governmental bodies.
5. Published books, periodicals and technical pamphlets.
6. Postage.
7. Invoices for gas and electricity, water and sewer services provided by public utilities subject to rate regulation by the Public Service Commission.
8. U. S. Post Office box rentals.
9. Copyrighted educational films, filmstrips, slides, and transparencies.



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10. Oil company credit card purchases for gas, oil, and jet fuel charges only.
11. Professional dues, registrations, and membership fees.
12. Attorneys, subject to approval by the Attorney General's Office.
13. Certified public accountants and public accountants engaged to perform financial and/or compliance audits, subject to approval by the State Auditor's Office, with actuarial audits and other accounting services to be procured under the terms of the Consolidated Procurement Code.
14. Hospital and medical clinic services.
15. Medical doctors and Psychiatrists.
16. Optometrists.
17. Dentists.
18. Registered nurses and Licensed Practical Nurses.
19. Clergy.
20. Furniture refurbishing services of the Department of Corrections
21. Services and/or supplies provided by the Division of General Services to public procurement units. (State surplus).
22. Printed examination forms used in the administration of state licensing examinations.
23. Fuel oil and diesel oil (the \$2,500 limit is waived; however, competition should be obtained whenever possible.)
24. Instructional training seminars offered by governmental bodies to state employees on a registration fee basis and those contractual consultant services necessary to provide the professional instruction for the seminars.
25. The Board authorized an exception to the Procurement Code process under which the Division of Information Resource Management is to determine the most



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advantageous service provider of long distance telecommunications service with the approved filings of the Public Service Commission and the FCC to represent the established lowest responding rates available to the State.

26. The Board delegated to the Division of General Services the authority to exempt contracts between State government agencies for supplies and services provided a cost justification is submitted to the Division in advance.
27. The purchase or continued lease of embedded telephone systems when approved by Information Resource Management as being advantageous to the State.
28. All governmental bodies from the real property leasing procedure requirements of Part II, Section 5 of the 1985/86 Appropriations Act in the leasing of the following types of real property:
 - a. State-owned student housing/dorm space.
 - b. Parking spaces in State-owned garages or lots.
 - c. State-owned lecture halls, theaters, coliseums, athletic areas, recreation areas and other areas for periods of less than seven days.
 - d. Non-State-owned real property:
 - 1) for less than 3 months in a single fiscal year
 - 2) for a total cost of less than \$10,000 in a single fiscal year.
 - e. State-owned box or other seats.
29. Advertisements in professional journals or publications.
30. Advertising time or space in newspapers, radio or television.
31. Expenses of evaluation committees required for institutions of higher learning in order to maintain accreditation (i.e., SACS).
32. License agreements for computer software after such software has been competitively bid as required by the Procurement Code.
33. The acquisition of all local and long-distance telecommunications service for or on behalf of the State of South Carolina from the requirement that they be purchased through the respective chief procurement officer's area of responsibility, and



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authorized the Division of Information Resource Management to secure such telecommunications services upon such terms and conditions as are regarded by it to be appropriate.

34. Tuition paid to all institutions of higher learning from certain requirements of the procurement code.
35. In accord with Code Section 11-35-710, approved an exemption from procurement procedures for the acquisition process for conference facilities, on the condition that staff implements guidelines for the process designed to result in a greater geographic spread of conference sites in state.
36. Approved an increase in the exemption level for commercial leases effective immediately, commercial leases, that is, leased non-state owned property, which commit less than \$10,000 in a single fiscal year are not subject to the lease procurement process. However, agencies must report these exempt leases to the Division of General Services Property Management by copy of the executed lease document. This grants to agencies more responsibility for the negotiation of lower cost leases and hopefully, makes the process more expeditious.
37. In accord with Code Section 11-35-710, delegated to the Office of General Services the authority to exempt contracts between state government agencies under Section 11-35-710 and 11-35-4840 for supplies or services provided a cost justification is submitted to the Office in advance. The following types of contracts between state government agencies shall be exempt from the Consolidated Procurement Code and submission to General Services is not required:
 - a. Agreements between state government agencies which are mandated by federal or state laws.
 - b. Service agreements between state government agencies for services authorized by that agency's enabling legislation as its purpose, duty, or mission.
38. In accord with 11-35-710, exempted procurements made by a requesting agency for the purpose of grant-specified and approved major equipment, subcontracts, and consultants the agency determines to be essential to the successful completion of the grant-funded project if those procurements are made in accordance with procedures approved by the Office of General Services on an agency by agency basis.



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39. Amended an existing exemption to the requirements of the Procurement Code to read as follows: The procurement of copyrighted educational films, filmstrips, slides and transparencies, CD ROM documents, data bases, computer assisted instructional materials, interactive video programs and other related materials made available by information technology that can be only obtained from the company providing the information or service.

Note:

- a. For the exemption to apply to these categories, the individual or firm must be licensed to perform the specific professional service, must provide that specific service to the requesting governmental body, and the contractual relationship created by the individual or firm and the governmental body cannot be an employer/employee relationship which would be governed by State Personnel Rules and Regulations.
- b. The Board clarified that exemptions granted to date are exemptions from the competitive bid procedure only and that all other aspects of the Code, specifically the disposition of property procedure and the reporting procedures, must be complied with.
- c. Clarified the exemption for invoices for gas and electricity, water and sewer services provided by public utilities subject to rate regulation by the Public Service Commission to exclude late payment charges under Section 11-35-45 effective July 1, 1986, thereby allowing public utilities to assess late payment charges under their respective tariffs as approved by the South Carolina Public Service Commission.

D. Procedures For Determining How To Order What You Need

1. All requests for materials under \$1000.00 are to be purchased utilizing the procurement card.

Note: Procurement cards are not to be used for any travel, services or equipment unless the Procurement Office has designated the card for these purposes. Itemized receipts must be retained and submitted with all purchases utilizing the procurement card. These items must match specific charges appearing on the credit card statement. Accounting information must be noted on the credit card reconciliation sheet that is submitted monthly.



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2. Types of orders that are to be submitted to the Procurement Office on a requisition:
 - a. All requests for materials.
 - b. Non-educational and educational supplies not supplied routinely by the Bookstore.
 - c. All requests for services and repairs.
 - d. All requests for maintenance contracts.
 - e. All requests for leases or rentals (with documentation attached).
 - f. All Information Technology Requests (equipment, accessories, and software requirements).
 - g. All capital equipment requests (Individual items costing at least \$5,000.01 or more). These equipment items must be approved by the College President or the Vice President for Business and Finance.
 - h. All non-capital equipment requests (items \$1,000.00 - \$5000.00 that can be classified as local equipment for inventory purposes). These items must be approved by the College President or the VP of Business and Finance. Any pilferable item such as computers, ipads, or tablets, which cost greater than \$500.00 will be tagged as equipment and inventoried by the College.
 - i. All printing requirements - unless they can be handled in-house.
 - j. All requests for consultant contracts.
 - k. All advertisements - radio, TV, newspaper, etc.
 - l. All grant funded purchases.
 - m. All blanket purchase orders for specific departmental use.
 - n. All construction related purchases (equipment, materials, etc.).



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3. Requests that may be submitted on Check Requests to the Finance Office:
 - a. Interlibrary Loans – from other college’s libraries.
 - b. Magazine Subscriptions.
 - c. Hotel Reservations – for a single night’s deposit. (If accepted by Hotel).
 - d. Conference and Seminar Registration Fees.
 - e. Memberships, Dues and Annual Fees.
 - f. Personal Reimbursements – as approved by immediate supervisor.
 - g. Food services from Canteen provider. (PO Only).
 - h. Refreshment supplies for departmental meetings, as approved with list of attendees attached.
 - i. Student Activities –as authorized.
 - j. Requests for items costing less than \$250 that require direct payment with the order

Note: In order to use the Check Request method of paying for items, the request must contain documentation that will be submitted with the check. No checks are to be processed by the College without complete documentation: i.e. a receipt, pick-up ticket, invoice, or order form that requests direct payment. The Finance Office must have documentation attached to the check request showing the total price of the item being purchased.

4. Requests that may be submitted to the Business Office for Petty Cash reimbursement:
 - a. Petty cash reimbursement limit is \$50.00 including taxes.
 - b. All receipts must have Budget Manager’s signature and index and account number.
 - c. Supplies available at the College bookstore should not be purchased from outside vendors, unless purchased with procurement cards from state contract vendors.



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- d. Receipts submitted for refreshments for a meeting must have a list of all persons who attended the meeting.
 - e. At the time of reimbursement, the employee must complete and sign a petty cash voucher provided by the Business Office.
5. Items Provided by Bookstore:
- a. All textbooks.
 - b. All regular office supplies unless purchased from the state contract vendor utilizing the procurement card.
 - c. All printer supplies unless purchased from the state contract vendor utilizing the procurement card.
 - d. All communications supplies: paper, envelopes, note pads, "while you were out" pads, pens, etc.
 - e. Office machines supplies: unless purchased from the state contract vendor utilizing the procurement card.
 - f. All desktop requirements: desk trays, calendars, file folders, post-it notes, staplers, etc. unless purchased from the state contract vendor utilizing the procurement card.
 - g. Many instructional manuals, training guides, booklets, notebooks, as well as instructional tools for drafting, EGT, nursing kits, etc.
 - h. Various other sundry items for administrative and personal use.
6. Items Provided Through The Print Shop:
- a. All paper products for standard printing requirements.
 - b. All letterhead stationery and envelopes for mailing requirements
 - c. Preprinted and blank folders for seminar use.
 - d. Binding requirements for documents.
 - e. Printing capabilities for two-color jobs - up to 11" x 17".



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- f. Folding machine, stapling machine, hole-drilling machine, etc. for handling all document processing requirements.

Note: The use of in-house printing facilities is suggested in most cases, if the requirements can be met. Administrative specialists have access to most of the forms online to submit any requirement: Check Requests, Internal Requisitions, etc. Print Shop forms are stocked in the Print Shop.

E. Procedures for Ordering through the Internal Requisition Process

1. Requests for purchasing any supplies and materials must be submitted to the Procurement Office on an Internal Requisition form, unless they can be acquired from state contract vendors with the procurement card. These Internal Requisition form(s) may be hand written or computer generated. Requisitions must be submitted to the Division Dean or Department Head/Academic Program Director for approval prior to forwarding to the Procurement Office. The Requisitioner is responsible for initiating the requisition and obtaining the appropriate approvals.
2. The requisition must be completed in full prior to submitting to the Procurement Office. Requisitions received without sufficient information will be routed back to the Requisitioner for completion
3. Requests for items from the same source must be combined on one requisition in order to reduce the amount of duplicate keying of information and to increase the use of competitive bidding for procurements. If more than one department has placed an order with the same vendor, those requests may be combined and the allocation of expenses will be separated on the purchase order.
4. The Requisitioner is responsible for providing the correct budget index and account numbers. These numbers **must** appear on the requisition. Fund availability must be determined prior to submitting the requisition.
5. The Requisitioner is responsible for obtaining firm prices for each line item and any other costs involved in the ordering process, (i.e., freight, shipping, insurance), whatever is necessary for the completion of the order. The prices obtained will be verified by the Procurement Office and will be deemed "Fair and Reasonable" unless there is some problem that is easily detected. The use of catalog prices is discouraged because very often these prices are not current and do not include shipping. Online quotes are acceptable and must be attached to the requisition.



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6. All bids submitted with the requisition will be verified and documented. This documentation will contain each company name contacted, telephone number and the name of the person providing the bid or quoted price. Shipping charges must be requested at the same time as the bid.
7. Bids are to be obtained as follows (due to procurement authority limited to \$50,000):
 - a. Purchases less than \$10,000.01: purchases may be accomplished without securing competitive bids, if prices are considered to be "fair and reasonable" as determined by the Procurement Officer.
 - b. Purchases from \$5,000.01 to \$10,000.00: recommend a minimum of three (3) verbal quotes, which must be documented as discussed earlier. Written bids may be accepted also and documented as above.
 - c. Purchases from \$10,000.01 to \$50,000.00 require a minimum of three (3) written quotes, which must be documented. A sealed bid may also be used if that is in the best interest of the College. The Procurement Office will handle all sealed bids.
 - d. Purchases of \$10,000.01 or more: must be submitted to the Procurement Office for advertisement in the South Carolina Business Opportunities publication. This advertisement will run for only one week unless specifically requested for a longer advertisement period.
 - e. Purchases greater than \$50,000 will be submitted directly to the Materials Management Office by the Procurement Office for solicitation and award. Requisitioner is responsible for providing specifications and any other information that may be needed to fulfill the procurement. The Procurement Office will be responsible for putting the information into the format that can be used by MMO and will submit electronically. MMO will assign a buyer and that buyer will work directly with the Procurement Officer to complete the sealed bid process.
8. Exceptions to the bid requirements:
 - a. State Contract Items are awarded at the State level and are mandatory for use at this College. A listing of state contracts is available online at the MMO procurement website www.mmo.sc.gov. The only exception is if the item can be purchased at a cost that is at least 10% less than the state contract price. However the State Contract Vendor must be given the



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opportunity to see if they can meet the lowest price received from a competitor. If they cannot meet this price, the item may be purchased outside of the State Contract.

Provision: Item must be the exact same item as provided in the State Contract. Documentation must be attached to original request.

- b. Sole Source Procurements: These procurements must be documented as true sole source procurements on the Sole Source Procurement Justification Form and signed by a VP of the College. Sole source procurements are discouraged and will be challenged by the Procurement Office. All Sole Source Procurements are audited for preciseness and justification by the Procurement Auditors. The only situations which may warrant the use of sole sources are:
- 1) When there is truly no other source available
 - 2) When paramount consideration must be given to compatibility with existing equipment
 - 3) When item is truly one of a kind only.

Note: A firm price quotation must be provided by the vendor, and a letter from the vendor determining its Sole Source status must be attached to the requisition. All Sole Source procurements must be reported on a quarterly basis to the State.

- c. Emergency Procurements: Emergencies are defined as:
- 1) When a threat to public health and welfare exists
 - 2) When critical economy and efficiency is of major concern
 - 3) When safety must be provided under emergency situations.

Note: Emergencies must not be the result of poor planning. Emergency procurements must be documented with the scope of the emergency. The rationale for an Emergency Procurement must be justified and signed by the President of the College. The emergency procurement is limited to the materials directly related to the resolution of the emergency situation only. Competition must be sought if time allows (as much as is practical) and documented on a bid evaluation sheet. The Emergency Procurement must be reported on a quarterly basis to the State.

F. Internal Requisition Forms – Instructions

The College uses a computer generated requisition form for submitting requests for goods



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and supplies, services, repairs, and all other needs that can be requisitioned. These guidelines are to be used in completing this form and expediting the purchasing process:

1. Accounting Information-include name of department and the departmental budget code. This code must consist of an Index and an Account number. If procurement is funded by more than one source, indicate the distribution between each fund.
2. Type of Purchase-indicate which category this purchase represents: supplies, repair, books, equipment, service, or other, as indicated.
3. Type of Order-indicate which category this type of order is in order to create a two-way or three-way match in the computer system.
 - a. Regular-3-way match items will be received in the Receiving Department and then invoice will be received and paid.
 - b. Quote Order -3-way match-items will be received in the Receiving Department, invoice will be received with quoted prices from vendor and then payment will be issued direct from invoice.
 - c. Standing Maintenance-2-way match-Annual maintenance contracts-no receiving match needed-pay as invoices are received.
 - d. Confirming Order-3-way match-order is called in to vendor, will be received in Receiving Department, but duplication is prevented because it is indicated on P. O. that the order is confirming. Items may come in through receiving department or be already received prior to requisition coming through.
 - e. Standing Order-3-way match-order with multiple shipments and multiple invoices.
 - f. Check with Order-Vendor indicates that a payment must be sent with purchase order. This may be on a demand check status and no matching requirements are required.
 - g. Standing Service-2-way matc -routine maintenance and service requirements that may be ongoing and have multiple invoices.
4. Vendor Information Provide correct vendor name and "order from" address, Federal Employer Identification Number or Social Security Number, contact



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person, and telephone and fax numbers. If the vendor is a new vendor to the college, the Federal Employer Identification Number or Social Security Number must be obtained by the Requisitioner on a W9 form prior to submission to the Procurement Office. Provide the email or fax information with your paperwork.

5. Special Instructions-enter any specific instructions required to process the requisition.
6. Delivery Instructions-enter any specific delivery instructions for processing the shipment from the vendor.
7. Date Required-enter the actual date item is needed.
8. Quantity-indicate actual number of units of items needed.
9. Unit of Measure-enter how items are packed. (i.e., each, box, package, bottle, pint, quart, feet, etc.).
10. Description of Item-enter the complete description including stock number or part number, model number, manufacturer, size or dimensions, color or finish (if required), etc. Include any pertinent information necessary for the correct item to be ordered and received.
11. Unit Price-correct unit price must be entered.
12. Extended Price-multiply unit price by number of units ordered and enter the result. Indicate if price is to be discounted by vendor.
13. Add any freight charges, shipping, or insurance charges as a separate line item.
14. Provide a correct total, including taxes.
15. Approval lines-obtain all necessary approvals prior to submitting to purchasing.

G. The Purchase Order Process:

1. Requisitions are received from various departments and checked for completeness.



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2. Availability of funds is verified. If non-sufficient budget is indicated requisition is returned to Requisitioner for reallocation of funds to facilitate the procurement.
3. Accounting information is verified.
4. Bid documentation is verified.
5. P. O. Numbers are assigned
 - a. Vendor numbers are assigned.
 - b. Buyer Codes are assigned.
 - c. Type of order is assigned.
 - d. Possibility of multiple invoices is coded.
 - e. Document text and item text are coded as required.
 - f. Accounting information is keyed.
6. Each line item (including tax) is entered separately.
7. Completed purchase order is printed. Correct entry is indicated by statement: "Document has been accepted and completed in Banner".
8. The purchasing cycle is completed and purchase orders may be printed and processed.
9. Completed Purchase Orders are faxed or emailed to vendors.
10. Purchasing copy is retained in Procurement Department file.
11. Requisitioners may request a copy of the purchase order, if needed, however copies will not be automatically distributed because they are available for viewing online in the Banner System.
12. When all matching information is correct in Banner, the computer generates a check with the next scheduled batch.



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13. When checks are printed, they are matched with invoices and mailed to the vendor.

H. Acknowledgment of Orders

1. Procurement

The formal authority to proceed with a purchase is the prepared and signed Purchase Order. This document is signed by the appropriate purchasing authority (Under \$5,000.00 authorized by Procurement Officer; over \$5,001.00 authorized by the designated Vice President or College President) and subsequently results in the receipt of the ordered items. The proper and timely flow of this document is critical since receipt of the required supplies and payment to vendors depends on the prompt handling of the purchase order.

2. Receipt

When orders are received: if partial-note items backordered and send the order acknowledgement to the Accounts Payable Department; if complete-receipt will be entered into the computer system for matching capabilities.

*All invoices must be submitted to the Accounts Payable Office and will be processed as soon as all receiving documentation is posted.

3. Problems with Purchase Orders

Purchase orders remaining open after six weeks must be reviewed by the Accounts Payable Office and Procurement to verify possibility of shipment or non-availability. If it is determined that the order will not be received, then all departments must cancel the information out of the computer system and void the purchase order. That purchase order number may not be used again.

Cancellations of purchase orders must remain in the purchasing files for audit purposes.

- a. Questions concerning problems with orders should be directed to the Procurement Officer.
- b. Questions concerning receipt of orders should be directed to the Receiving Department.
- c. Questions concerning payment of orders should be directed to the Accounts Payable Office.



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4. Change Orders

- a. If there is a problem with the pricing on a purchase order, Procurement must be notified and the document should be sent to Procurement for review and approval of any changes. However, a price change of less than 10% may be paid in the computer without a formal change order being processed. If the change exceeds the 10% limitation, then a change order must be processed through Procurement. If a price change is necessary on any quote or confirming order, the Procurement Office must be notified and must approve the change before shipment of goods or payment of invoice. This will result in the generation of a formal change order and this document may be mailed and distributed as the original purchase order notifying all parties of the change to the original purchase order. Some vendors may request that the change order not be mailed to them, so the order will not have the possibility of duplication.
- b. If there are problems with the actual items requested on the purchase order, it must be called to the Requisitioner's attention for approval of the substitution or cancellation of the order. In this case, the change order processed should be mailed to the vendor as an approval of the action.

I. Payment of Invoices Resulting from Purchase Order

1. The final responsibility of the Requisitioner in the internal requisitioning process is the approval of invoices for payment. If the items are a two way match (purchase order and invoice), the Requisitioner is not required to review and approve the invoice for payment. However, if the invoice pertains to a blanket purchase order or standing order, the Requisitioner will adhere to the following procedure. When an invoice arrives in the Accounts Payable Office, it will be forwarded to the individual Requisitioner for verification and approval. The timely approval of the invoice is important to insure prompt payment to the vendor and to allow the college to take advantage of early payment discounts. If the invoice is received without a purchase order number on it, the Requisitioner should put the P O. number on it before returning it to Accounts Payable.
2. The Accounts Payable Office is responsible for the verification of checks matching invoices and for the actual mailing of the checks to the vendors. Once this is done, the check voucher is filed in Accounts Payable.



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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J. Specialized Procurement

1. The area of procurement which requires additional documentation is Printing Services. All requests for printing requirements must follow the guidelines set forth in the South Carolina Government Printing Services Manual revised in 1998. The printing manual stipulates that the State of S. C. Printing Specification Sheet or the State of S. C. Forms Specifications Sheet should be used for all procurements pertaining to outside print services. These forms are standard throughout the state's printing industry and must be used for all printing procurements. These forms communicate to vendors the exact requirements in a manner that they can understand. Whenever possible, samples of the printed material should be provided along with the specification sheet. The specification sheet and the sample must be kept on file in the procurement office for future procurements.

Note: All provisions of the South Carolina Government Printing Services Manual apply to solicitations by reference on the Specifications Sheets.

2. All computer components, software, and peripherals must have IT approval prior to any purchase. This includes all purchases with the Procurement Card.

K. Procurement Cards

Procurement cards will be issued to individual departmental employees through the Procurement Office in accordance to the guidelines established in the Piedmont Technical College Procurement Card Policies manual. This manual establishes the criteria necessary for the issuance of a procurement card and the card's appropriate uses. The policy also establishes the cardholder's responsibilities in the areas of purchases and necessary documentation. Each employee requesting a procurement card must complete the Application for South Carolina Purchasing Card and sign the Cardholders Agreement that they have read and understand the Cardholders Manual. Each employee issued a procurement card will receive a copy of this document and necessary training on proper use of the procurement card and retention and submittal of required purchase documentation.