

Purchasing Policies and Procedures

Purchase Requisition

The College is responsible for the payment of purchases made only through the approved purchase procedures. The following procedures are followed for the acquisition of all materials, supplies, equipment, repair, rent, services, and other obligations of the institution.

1. If the requesting department wishes to suggest a source of supply, company W9 must be requested to include the following, the name, address, telephone number, and EIN (Employer Identification Number) should be submitted by e-mail or in writing to the Purchasing Agent for a vendor number assignment. After a vendor has been assigned, the originator may key a requisition into the accounting system.
2. The department making the request is responsible for verifying that funds are available in the appropriate budget unit. Any expenditure greater than \$10,000 requires approval of the appropriate Dean and any expenditure greater than \$25,000 requires approval of the President. All purchases exceeding \$500,000 must be pre-approved by the Alabama Community College System before a purchase order will be released.
3. Preparation of specifications for items to be purchased through competitive bids is a joint responsibility between the Purchasing Department and the requesting department.
4. After the purchase requisition has been entered into the accounting system, the approved purchase order is faxed or emailed to the vendor and copies are available for retrieval in the document management system by the appropriate Budget Manager.
(See M/1.8-A – Sample Purchase Order)

Purchase Orders

1. A properly executed purchase shall constitute a contract which is binding upon both the institution and the vendor. All purchase orders, adjustments, cancellations, and/or revisions to purchase orders must be in writing from the Purchasing Agent. In some cases an additional contract is needed. This contract shall precede the purchase order and must be signed by the President before the purchase order is approved.
2. All negotiations with a vendor pertaining to changes in prices, terms, conditions, substitutes, deliveries, etc., are to be handled through the Purchasing Agent in coordination with the budget manager.
3. The Purchasing Agent will provide for the consolidation of purchases whenever possible and thus obtain quantity discounts for volume purchases.
4. When a purchase order has been assigned by the Purchasing Agent, copies are distributed as follows: Vendor Copy to vendor and Master returned to Budget Manager.
5. The master copy of the purchase order (approved by the budget manager) and original invoice should be forwarded to accounts payable for payment upon receipt of goods and/or services. Encumbrances will be liquidated when payment is made. Partial payments may be made if indicated on a copy of the master purchase order.

SECTION: General Information
SUBJECT: Purchasing Policies and Procedures
SOURCE REFERENCE: ACCS Fiscal Procedures

NUMBER: M/1.8

Bookstore Purchases

A purchase order is not necessary for items purchased from the Barnes & Noble Campus Bookstore. A completed and approved Interdepartmental Transfer Form (*See M/1.8-B*) should be presented to the bookstore cashier. The purchase will be charged to the departmental budget. All legal requirements, including bid procedures, apply to purchases made in the bookstore.

Competitive Bids

State-supported institutions are required to obtain sealed bids for single and/or like items which exceed \$15,000 institution-wide during a fiscal period (October 1 through September 30) in accordance with state law. It is imperative that all persons responsible for purchasing obtain and familiarize themselves with "The Alabama Competitive Bid Law." Purchases cannot be split to avoid the bid law.

Petty Cash

Budget managers may purchase "emergency and incidental" items \$50.00 and under and be reimbursed through petty cash. Purchases made in one day to a vendor should not exceed the \$50 limit. Reimbursement will not exceed \$50 in the event several petty cash forms are submitted for payment when purchases were made to the same vendor on the same day *or* for the same event. Purchases reimbursed through petty cash are subject to the same legal requirements as requisitioned purchases, including bid law, sales tax exemption, and documentation requirements.

Approved, completed Petty Cash Vouchers (*See M/1.8-C*), paid receipt or invoice marked "paid," and required documentation should be submitted to one of the following locations for reimbursement:

East Broad Campus Business Office, One Stop Building
Ayers Campus Business Office,
Administration Building

Purchasing Cooperatives

Governmental entities are allowed to purchase certain goods and services through certain purchasing cooperatives. In accordance with Alabama Examiners of Public Accounts requirements, prior to utilizing approved purchasing cooperatives, the requisitioning department must verify that the goods or services to be purchased are not at the time available on the state purchasing program or are not available at a price equal to or less than that on the state purchasing program. Further, any such purchases must be made through a participating Alabama vendor holding an Alabama business license if such vendor exist.

Memberships

State funds should only be expended for the cost of institutional memberships. State funds should not be expended for individual memberships, unless the requesting department can prove there are tangible benefits to be received through individual memberships.