

GENERAL PURCHASING

In the purchase of all equipment, supplies, and services, it shall be the policy of the Board of Trustees and the responsibility of the President of the College to exercise due care that the best interests of the District are served and that all such purchases be made on as economical a basis as possible, and in compliance with applicable State purchasing law. In the comparison of bids submitted, not only will prices be considered, but also the quality of the merchandise and the service of the firm. The College reserves the right to reject any and all bids and will not in any case be obligated to accept the low bid, although the low bid will be given first consideration.

Written bids are secured by submitting a complete description of the items to be purchased to the Purchasing Office. Bid packages will be sent to suppliers on the College's bid list. The person requesting the bid may also suggest suppliers to be used.

Items that are to be bid and will require Board action before purchase must be sent out for bid four to five weeks before the Board meeting. This is necessary to allow suppliers ample time to prepare their bids, for the bids to be tabulated, and for the bids to be sent to the Board a week prior to their meeting.

Wherever feasible, local firms will be given an opportunity to bid and preference will be given to local bidders. However, the quality and price of their merchandise and the service to be provided are expected to be the equivalent of those of non-local bidders.

On purchases of less than \$50,000, the Purchasing Office with the approval of the Associate Vice President, Finance, Information and Technology Services shall determine whether competitive bids are sought. Competitive purchasing procedures and approval of the Board of Trustees is required on all purchases of equipment and supplies of \$50,000 or more. When bids are taken to the Board of Trustees, written justification will be given if the low bid is not accepted.

The President will keep the Board of Trustees fully informed regarding all purchases. The Board realizes that certain exceptions to the Purchasing Policy will be necessary; in such cases, approval of the Board is required.

The Board may contract with a business entity in which a Trustee has a substantial interest if the Trustee follows the disclosure and abstention procedure set out in the Temple College Board of Trustees Manual.

General Statement on Purchasing

To insure effective budget control and sound fiscal administration, all purchasing is centralized in the Purchasing Office. Except as herein set forth, all purchasing, including rental and repair of equipment and contracts for services, shall be done through the Purchasing Office.

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The purchase order is the only official means of making purchases with College funds. No verbal or written orders should be placed with a vendor with the understanding that a purchase order will follow.

The following steps are involved in the procurement of supplies, services, and equipment for the College:

Bid Requirements

Telephone/written quotes are required for items valued at \$3,500 but less than \$10,000. Whenever possible, telephone quotes should be confirmed in writing by mail, email, or facsimile. The Purchasing Office reserves the right to purchase item, if available, using pricing available through purchasing contracts.

Any purchase between \$10,000 and \$50,000 requires that the College obtain written price quotations from at least three vendors. The department must prepare written, detailed specifications, including quantities required and submit to the Purchasing Office together with a list of potential vendors to supply the item. The Purchasing Office reserves the right to purchase item, if available, using pricing available through purchasing contracts.

Any expenditure of \$50,000 or more requires an advertised bid process and Board of Trustee approval or ratification of the selected vendor/contract. These types of purchase requests should be made as early as possible because of the amount of time it takes to complete the process.

Requisitions

The Purchase Requisition is the basic procurement document of the Purchasing Office. It is to be used for all purchases to be made, regardless of the source of funds. It is designed to provide the information necessary to secure for the requisitioning source the items specified at the time required.

The Director of Purchasing will examine the Purchase Requisition to ascertain that the proposed purchase conforms to general College policy and that sufficient funds for the purchase are available.

The Director of Purchasing will have the authority to approve purchase requisitions and process purchase orders for equipment and supplies not exceeding \$10,000. The Associate Vice President, Finance, Information and Technology Services will have the authority to approve purchase orders greater than \$10,000 but not exceeding \$50,000. For purchases exceeding \$50,000, purchasing methods authorized by the State of Texas will be necessary and the purchase order approved by the Vice President, Administrative Services.

Purchase Orders

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Upon approval of the requisition, the Director of Purchasing will issue the Purchase Order, one copy of which will be sent to the requisitioning department. This copy of the Purchase Order should be checked for accuracy. If errors are found, they should be reported promptly to the Director of Purchasing.

When an order has been delivered, the department receiving it shall make final inspection immediately. If there is a reason for non-payment, please notify the accounts payable specialist. If the cost of the merchandise/services listed on the invoice does not vary more than 10% from the amount on the purchase order, and conforms to all other purchase order terms, the invoice will be paid without additional approval signatures from department chairs or directors. Shipping charges are not to be included in the "cost" of the merchandise. However, if the invoice amount exceeds this level, then the invoice will be sent to department chairs or directors for their signature prior to payment.

Check Request Form

Occasionally it is necessary to issue a check when a purchase order was not issued. When payment needs to be made to someone who does not issue invoices, a check request form is used to provide documentation of the expenditure. For example, check requests may be used for payments to officials for athletic games, to faculty to administer special tests, and to the post office for bulk mail postage. Check requests are also used for the following examples: institutional memberships, subscriptions, local conference/seminar registration fees, reimbursement of travel fees, seminar, or special speaker honorariums.

The same approvals are required on the check request forms as on a purchase requisition. **Note: This section does not apply to Student Organization Accounts.**

Reimbursement to Individuals

Original cash receipts are to be attached when reimbursement is made for expenditures that are made with cash in excess of \$50. However, the department should not pay cash for items that can be purchased using the purchase order procedure. If items are purchased using cash from vendors who accept Temple College purchase orders, the Purchasing Office with the approval of the Vice President, Administrative Services may refuse to reimburse the employee for these expenditures.

Emergency Purchases

The Vice President, Administrative Services recognizes that unanticipated or unavoidable situations may arise which makes it necessary to purchase supplies or services on an emergency basis. The Vice President, Administrative Services must be notified immediately when emergency purchase action is necessary.

Bookstore Purchases

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Miscellaneous and instructional supplies may be obtained from the Bookstore. No Purchase Order is necessary, but the Bookstore must be furnished the names of each person authorized to make charges to a particular department or office. This procedure applies to items normally stocked by the Bookstore.

Annual Contracts

The Purchasing Office may enter into annual contracts with various vendors to provide products or services to the College. After establishing an annual contract, the Purchasing Office will notify departments of the vendor and the products/services which will be provided. When notified, departments will be required to purchase those specified products/services from the vendor of record until the expiration of the contract.

Blanket Orders

When services or supplies are required with some degree of regularity, but the exact quantity cannot easily be determined in advance, a blanket order may be placed by the Purchasing Office for a department to cover its requirements during a specified period or limited to definite sums of money. Departments requesting blanket orders are to submit these requests and estimated amounts to the Purchasing Office. The Director of Purchasing and the Vice President, Administrative Services will review each request and if approved, will issue the blanket order.

Procurement/Credit Card Purchases

Procurement and credit card purchases must follow the same guidelines and procedures as all other purchases. Do not obligate the College for expenditures by using a personal credit card unless prior approval has been received. See Procurement Cards (P-Cards) policy.

Cash Purchases

Minor purchases may be made with personal cash and reimbursement received from the Cashier's Office. The maximum for each cash total purchase is \$50 (cannot divide a larger purchase into multiple purchases less than \$50). Sales tax exemption forms should be utilized. These forms can be obtained from the Cashier's Office. Failure to use these forms will result in non-reimbursement of the amount of tax.

The original copy of an invoice or sales slip must be attached to the appropriate check request form and submitted for appropriate signatures and approvals. The check request should contain all necessary information, such as name, requested amount of reimbursement, purpose of expenditure and account number to be charged. Do not include sales tax as this is not a reimbursable expense. After the check request has been completed and appropriate approvals obtained, the Cashier's Office will check for available funds and make the reimbursement. Reimbursement of cash purchases must be submitted to the Cashier's Office within 90 days of the purchase or the end of the

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current fiscal year, whichever is less.

Loss, Damage, or Unsatisfactory Service

Damaged or broken packages, defective merchandise, loss in shipment, unsatisfactory materials, or any other reason why payment should not be made should be reported to the Purchasing Office so that settlement can be made with the carrier or the vendor. Reports must be made promptly to secure adjustment.

Orders Made "On Approval"

When an item needs to be ordered on approval (the purchaser will decide whether or not to keep it after seeing it), the purchaser should follow the regular purchasing procedure except the purchase requisition must be plainly marked "ON APPROVAL." If the item is sent back, the Purchasing Office should be notified to cancel the purchase order. If the item is kept, the invoice is to be approved as usual. **Note: This procedure can result in substantial shipping charges.**

In general, all correspondence concerning quotations, orders, delivery, loss, or damage, returns, follow-up, or in any way connected with any purchase or proposed purchase, should be handled by or through the Purchasing Office. However, in the event that a department should write to any vendor, a copy of all correspondence should be sent to the Director of Purchasing Office.

Computer/Software Purchases

All purchases of computer hardware and software are based on an academic or an administrative needs assessment. This assessment is to be completed by the requesting department representative or user and given to the Information and Technology Services (ITS) department. The results of the needs assessment will determine which level of hardware or software best fits the user's needs within their budget and will provide the College with the assurance that the purchase meets its standards. Once the appropriate level has been identified, Information and Technology Services will discuss the results with the user, make changes agreed upon, and will request the appropriate hardware or software.

Computer Repairs

All needed repairs for computer hardware should be directed to the ITS department. ITS will either make the necessary repairs or will contract with an outside source.

Grant Procurement Policies –Uniform Guidance 2CFR 200

The College has elected to accept the one-year grace period, and delay implementation of the new procurement standards in the OMB Uniform Guidance as codified in 2 CFR Part 200. The College will delay implementation of the new procurement rules until September 1, 2016 and in the interim will follow the guidance of the old standards,

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which are in compliance with OMB Circular A-110.

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