

CP 5-1: Institutional Purchasing

COLLEGE PROCEDURES CP 5-1

APPROVED: October 30, 2014

EFFECTIVE: October 30, 2014

REFERENCES: BP 5-1

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services (dccweb.wpengine.com/eo-institution/)

Purchases of less than \$300.00:

1. Once the purchase has been made, submit the invoice to your Department Chairman for budgetary monitoring.
2. Your Department Chairman will fill out, code, and sign a pay voucher.
3. Submit the pay voucher to the Business Office.

Charging at local businesses:

1. Your signature must be on the charge slip.
2. Your department must be on the charge slip.
3. Items purchased must be on the charge slip.
4. Charge slip is submitted to your Department Chairman the day of or the first day back on campus.
5. Department Chair will submit the charge slip to the Business Office along with a pay voucher which has been coded and signed.

NOTE: When you charge merchandise to the College, do not have students sign for you. When purchasing at True Value, please pay for purchases with your own funds and submit receipts to your Department Chair; they will submit the receipt/voucher to the Business Office for reimbursement to you.

Purchases of more than \$300.00:

1. Initial requests for supplies, materials or equipment are to be prepared on a requisition form. The completed requisition form must be submitted to the appropriate supervisor. Upon approval, the supervisor signs the requisition and forwards it to the Business Office for processing. If the requisition is denied, it will be returned unsigned to the person or department originating the requisition.
2. The procedure to fill out the requisition form is as follows: Prepared by: Employee requesting permission to purchase. Date: Enter date requisition was completed. Division: Division or department to be charged for purchasing, i.e., Administration, Dormitories, Student Services, Perkins, Math/Science, etc. Vendor: Name and address of vendor.

Special Instructions: Describe the purpose of purchases and any other special features of the item. The body of the requisition form will list the quantities received, part and/or model numbers, a description of the item, the cost per unit, and the extension price. Any discounts will be listed on the

requisition form. When offered a choice of either complimentary gifts or a discount, always request the discount. Gifts/Premiums are to remain on campus as property of Dawson Community College.

The Business Office or designee will prepare a purchase order for all approved requisition forms. Once the President and Dean of Administrative Services have approved and signed the purchase order, the requisitioned item will be ordered by the Business Office.

No purchases without an approved purchase order are to be made unless a documented emergency exists.

Purchases with an Initial or Yearly Aggregate Cost of More than \$2,000, but Less than \$5,000:

1. Items will be requested using the requisition form (see previous instructions).
2. The Business Office or designee will secure bids verbally. The verbal bid will contain the following information: (a) record of telephone bids (minimum of three); (b) name of bidder; (c) all information on item being bid, including manufacturer, model number, and dimensions. This information must be written on the bid form and read to each bidder; (d) price quoted; (e) terms; (f) means of shipping; (g) date of conversation; (h) name of buyer.
3. The Business Office will generate an agency Purchase Order to the successful bidder.
4. The bid file will be maintained in the Business Office.

Purchases with an Initial Cost of More than \$5,000, but less than \$25,000:

1. Item will be requested using the requisition form (see previous instructions).
2. The Business Office will secure bids in writing. The written bid will contain the following information: (a) copy of request for Quotation Form; (b) list of suppliers contacted (minimum of three); (c) copies of written bids, including signature of bidder, descriptive information on items bid, price, terms, delivery, etc.; (d) copies of all internal and external correspondence concerning the purchase; (e) a written record of any phone conversation concerning the purchase; (f) a copy of the bid tabulation sheet; (g) a written justification by the buyer if the purchase is awarded to anyone other than the low bidder.
3. the Business Office will generate an agency Purchase Order to the successful bidder.
4. The bid file will be maintained in the Business Office.

Purchases with Initial Cost over \$25,000:

1. Items will be requested using the requisition form (see previous instructions).
2. The Business Office will secure bids in writing. The written bid will contain the following information: (a) copy of performance bond, if required; (b) copy of advertised notice to bidders and list of vendors; (c) copy of Invitation for Bid or Request for Quotation with specifications; (d) copies of all bids; (e) tabulation of bids; (f) copies of any correspondence concerning the purchasing, including a recommendation for award from the using agency; (g) copies of certified mail receipts; (h) a written record of any phone conversations concerning the purchase; (i) a written explanation by the purchasing agent if the contract is awarded to anyone other than the low bidder.
3. The Business Office will generate an agency Purchase Order to the successful bidder.
4. The bid file will be maintained in the Business Office.

SCOPE These procedures apply to Dawson Community College.

History: 10/26/1998, 2/23/2004