

## Purchasing Procedure of Non-Travel Transactions under \$50,000

The following procedure relates to all purchases, except those related directly to travel, regardless of funding source or payment type for purchases less than \$50,000. Purchases greater than \$50,000 must follow the RFP process. The Travel Procedure provides guidance for travel related expenses.

The purchasing procedure shall be followed to ensure that proper authorization occurs for each purchase. Business Office approval must be received prior to placing any order greater than \$100.

1. Complete a purchase requisition
  - a. The form is located in the Business Office Forms repository.
  - b. A WV-48 can be completed for contractual services provided by an individual in place of a vendor contract. Note: this form is required for State employees providing services outside of the normal work day and must be initialed by the budget manager and approved by the CFO or President.
2. Attach supporting quote(s)
  - a. One quote for items under \$2,500
  - b. Three comparable quotes for purchases greater than \$2,500
    - i. Special circumstances:
      1. Sole source vendor - A letter of justification required for a sole source vendor on the vendor's letterhead.
      2. State/Government Contract - The state contract number must be recorded on the requisition.
      3. If there is a demonstrated need or benefit to having a specific vendor, the requirement for three quotes may be waived by the CFO.
3. Specialty documentation
  - a. WV-96 Agreement Addendum **if** the vendor has specific terms and conditions listed in their contract. (Software License with terms and conditions must include a WV-96A, Agreement Addendum)
  - b. Hospitality must be:
    - i. Open to the entire College, the community and or include a non-employee, or pre-approved by the CFO.
    - ii. include a completed Hospitality Form with
    - iii. a list of attendees and
    - iv. the signature of the event coordinator and Business Office representative.
  - c. Association Dues & Professional Memberships must include:
    - i. WV AB-AR14 (WV OASIS Dues & Memberships submitted annually) and
    - ii. A completed Purchase or Acquisition of Materials Form, if the item was not pre-approved.
  - d. Blanket Purchase Orders must be authorized by the CFO and include a memo:
    - i. Stating the justification, amount, and duration of the purchase order.
    - ii. Outlining any other requirements such as bidding

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4. Acquire appropriate authorization

Greater or Equal	Less Than	Required Approval
\$ 0	\$ 100	No requisition / No signature
\$ 100	\$ 2,500	Budget Manager Signature
\$ 2,500	\$ 10,000	Cabinet Member Signature
\$ 10,000	\$ 75,000	CFO Signature
\$75,000	\$ 100,000	President Signature
\$100,000		BOG Approval
All signature requirements are cumulative – that is multiple signature needed for any purchase over \$2,500.		

5. The Purchasing Agent will:

- a. Review vendor status
  - i. New vendors require the acquisition of an original W-9.
- b. Review the accounting string
- c. Approve or Deny the purchase request.
- d. Return the Purchase Order to the requestor.

6. Place the order / make the purchase

- a. The requester arranges with the vendor the purchase, providing the approved PO as guarantee of payment from WVNCC.
- b. Non P-Cardholders may coordinate with the Purchasing Agent to place the order.

7. Emergencies

- a. Emergency repairs that require immediate service
  - i. The Purchasing Agent should be notified no later than the next business day and a requisition & purchase order completed retroactively.
- b. An immediate need after all other avenues to resolve a matter had been exhausted.
  - i. The Purchasing Dept. should be notified no later than the next business day and a requisition & purchase order completed retroactively.
  - ii. All non-travel employee reimbursements must be submitted on the Employee Reimbursement Form with
    1. Completed Receiving Report, if goods were purchased.
    2. Itemized receipt matching the Receiving Report.
- c. Exceptions to the Purchasing Process
  - i. Books and supplies purchased by students as part of the voucher program.
  - ii. Paper, printing and binding supplies for the College Copy Center.
  - iii. Personnel services and benefits-contact the Payroll Office
  - iv. Utilities

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8. Prohibited Purchases
  - a. Alcoholic Beverages
  - b. Weapons
  - c. Legal Services
  - d. Gift Certificates (unless pre-authorized through P-Card Coordinator)
  - e. Certain taxes (consult Purchasing Agent / Director)
  - f. Travel related food (Reimbursed through the Travel Procedure)

### **Institutional guidelines and procedures for receiving, inventorying and distributing materials, supplies, equipment, services and printing (AKA inventory controls)**

Inventory controls are to ensure the receipt of purchased goods & services and the proper distribution when necessary. In addition, inventory controls establish tracking of capital assets where required.

1. Shipment of goods
  - a. All goods should be shipped to a campus location:
    1. New Martinsville – Service Center
    2. Weirton – Service Center
    3. Wheeling – Applied Technology Center
    4. Wheeling – B&O Business Office
    5. Wheeling – Education Center
    6. Wheeling – Facilities Garage
    7. Wheeling – Industrial Technology Center
    8. Wheeling – Student Union
2. Confirm receipt of the goods
  - a. The receiver of goods should collect the shipping documentation (i.e. Packing Slip) or
  - b. In the absence of shipping documentation, the 'Receiving Report' can be completed for goods
  - c. Documentation is included in reconciliation of P-Card or sent to Accounts Payable for check payment.
3. Payment Options for the purchase of goods and services
  - a. P-Card with supporting documentation (Preferred)
    - i. Invoice
    - ii. Purchase Order
    - iii. Shipping Documentation, if applicable.
  - b. Company invoice
    - i. Invoice should reference PO number if possible by vendor.
  - c. Note – No payment is to be made until goods have been received or services rendered.

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## Definitions

1. Purchase Requisition (aka Requisition) – The form completed to request the purchase of a non-travel related goods and services.
2. Purchase Order (aka PO) – Purchase Requisition that has been processed in the Business Office and may be used as the authorization to make a purchase and guarantees payment to a vendor.
3. Blanket PO – Purchase Order that is authorized, and may be used, for repeated purchases of the same or similar goods / services.
4. Request for Proposal (aka RFP) – Process defined in series 30 for purchases exceeding \$50,000.
5. Vendor – Business or individual who provides goods and/or services to the college for payment.
6. Budget Manager – Individual designated as the authority (monitoring & spending) over a given departmental budget.
7. Cabinet Member – Individual designated to service on the President’s Cabinet.
8. Vendor Consistency – All purchasing and payment documents must be identical in regards to vendor name and vendor address.
9. Emergency – Circumstances in which the time to complete the purchasing process would be detrimental to the College operation. In which case, the purchase can be made and the process done after the fact.

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## Purchasing Summary

- I. Signatures
  - a. \$ 0.00 \$ 100 No requisition / no signature
  - b. \$ 100.01 \$ 2,500 Budget Manager
  - c. \$ 2,500.01 \$ 10,000 Cabinet Member
  - d. \$ 10,000.01 \$ 75,000 CFO
  - e. \$ 75,000.01 \$100,000 President
  - f. \$100,000.01 Board of Governor's Approval
  
- II. Quotes
  - a. \$ 0.00 \$ 2,500 One
  - b. \$ 2,500.00 \$ 50,000 Three
  - c. \$ 50,000.01 \$999,999 RFP – Internal
  - d. \$1,000,000.00 RFP – HEPC / CTCS
  
- III. Special Paperwork
  - a. Contracts WV-96
  - b. Individual Services w/o contract WV-48
  - c. Hospitality Hospitality Form signed by event holder
  - d. Dues & Memberships WV-AB-AR14 or Materials and Acquisition Request Form.
  
- IV. Exceptions
  - a. Blanket Purchase Orders must be approved by CFO
  - b. Sole source letter may replace three quotes where appropriate

### Business Office:

- 1. Process for anything over \$100 but less than \$2,500, and paid by P-Card
  - a. Requisition is submitted to Business Office
  - b. PDF is reviewed for accuracy
    - i. Dept
    - ii. Line Item
    - iii. Detail/Activity Code
    - iv. Budget appropriateness
  - c. PDF is converted to Purchase Order (i.e. Stamped).
  - d. Returned to purchaser
  - e. Purchase is made and paid for by the requester business office if marked on requisition

### For Purchases Over \$50,000

- 1. WVNCC shall use applicable sections of the WV Career and Technical College System Series 30 (CTCS Purchasing Rule)
- 2. WVNCC shall comply to WV Code 6D-1-2 whereas vendors entering contracts greater than \$1M will submit appropriate documentation to the Ethics Commission disclosing interested parties.