

7.0 CAMPUS PURCHASING AND RECEIVING PROCEDURES

7.1 Petty Cash Purchasing (Campus Purchases Less Than \$30)

Petty cash reimbursement is to be used only for non-routine, emergency item purchasing of less than \$30 (\$100 for operations and maintenance staff only). Please see Cashiers in the Business Office for the processing of all petty cash reimbursements. Please note: the purchase of all other items exceeding \$30 should be ordered through the College's purchase requisition procedures.

Procedures for petty cash reimbursements are:

- Employee completes [7.1A Petty Cash Form \(Less Than \\$30\)](#) and obtains pre-approval and signature from their Department Budget Supervisor.
- Employee makes purchase and presents completed petty cash form and receipt of the purchase to the Chief Financial Officer for final approval; cashiers then reimburse the employee.
- Budget center codes must be identified on the petty cash form.
- All petty cash purchases are to be documented with an itemized receipt showing the items purchased (not credit card receipts).
- [7.1A Petty Cash Forms \(Less Than \\$30\)](#) are located in the campus workroom.

7.2 Office Supply Purchasing

CVCC has a campus purchasing system for the ordering of selected office paper and supply items. To order items, complete a [6.5B Office Supplies Requisition Form](#) (do not use the electronic form – get the form from the campus Work Room) and forward to the campus Work Room located in the Wallace Administration Building. This form is to be used to order paper and general office supplies from campus inventory. Your order will be filled within two working days, or you will be informed of the reason for the back-order delay. All campus office paper and supply orders are charged to the employee's departmental budget.

One copy of the completed [6.5B Office Supplies Requisition Form](#) is sent to the budget supervisor/department head for budget information; another copy is sent to the accountant to post the expenditure to the department's budget.

Note: If any approved campus purchase requisition orders contain items that are available from the Office Supply Inventory, they will be filled by Work Room staff and items will be charged to the ordering department.

7.3 Vendor Purchasing (Campus Purchasing Exceeding \$30)

Prior to any employee requests for campus purchasing, approval of vendors must be set up in the Business Office. To become an approved CVCC vendor, the following required information must be completed and submitted to the Business Office accounting clerk:

- Completed [5.II IRS W-9 Form](#) from Contractor (to include contractor's social security number or EIN number).
- Completed [5.IJ Alabama Disclosure Statement](#) from Contractor is required for purchase orders or contract payments exceeding \$5,000.

Vendor purchases exceeding \$30 must first obtain department and administrative approvals. The employee completes an on-line [7.3A Purchase Requisition Form](#) at the following web address:

[\(https://services.cv.edu/cgi-bin/fslogin.mbr/login\)](https://services.cv.edu/cgi-bin/fslogin.mbr/login).

To process a campus on-line purchase requisition, there must be available budget funds. If funds are not available, a [4.3D Budget Adjustment Request](#) or [4.3E Budget Amendment Request](#) form must first be submitted for approval and Business Office processing. Once budget funds are available, a complete on-line purchase requisition is transmitted to the department head. The department head reviews and approves the request. The purchase requisition is then forwarded to the Chief Financial Officer and Department Administrator. The Chief Financial Officer and Department Administrator approve any requisition less than \$1,000. Purchase requisitions greater than \$1,000 require Chief Financial Officer, Department Administrator and President's approval.

Once a purchase is approved, the request is then forwarded to the Business Office. A CVCC [7.3B Purchase Order](#) is then issued, printed and the items ordered by the Accounting Clerk. A copy of the processed purchase order is then sent by the Accounting Clerk to the ordering department.

Campus authorization to order items from vendors only occurs after the Business Office has received administrative approval from the purchase requisition in which the Business Office then issues a duly authorized purchase order.

NOTE: The College is NOT responsible for purchases that are made by individuals who have not followed the college's purchasing policies, and that individual may be personally responsible for payment of unapproved purchases.

After a purchase order has been issued, the purchase is made by the accounting clerk. The clerk will document the date the purchase was ordered. A copy of the approved purchase order is sent to: (1) the vendor; (2) CVCC accounts payable; (3) CVCC receiving; and (4) the requestor.

For your planning purposes, please allow five to eight working days for the processing and ordering of purchase orders. The Business Office will work with all staff to process emergency items, but emergency approvals should be infrequent.

When making requests for purchases, each employee should ensure they complete the purchase order disposition section on the on-line requisition system. This section provides needed instructions to the accounting clerk on how to order approved items from vendors (example: mail, fax, email).

There are several state regulations affecting college purchasing as listed in [7.3C Required Documentation Procedures for PRs' and Construction Project](#). A summary is described below:

- Personal property acquisitions estimated to exceed \$100,000 must first receive prior approval by the State Board of Education. A board resolution is to be prepared and submitted with the purchase requisition by the requestor for administrative approval of these type purchases.
- Any type of construction or renovation of campus facilities estimated to exceed \$250,000 must also first receive prior approval by the State Board of Education.

A summary of requirements for State of Alabama Competitive Bid and Public Works laws is summarized below:

[7.3D Public Works and Competitive Bid Law Summaries](#)

Purchasing of like or similar items that accumulate and exceed \$15,000 (during the 12-month fiscal year period, October 1 – September 30) must be procured by the competitive bid process. The requestor is to submit with the purchase requisition the needed documentation to initiate the bid process procedures. The information needed from the requestor includes:

- A detailed bid specification summary describing/defining the items to be bid.
- A vendor summary listing the contact person, company name, address, and phone number to which the bid is to be sent (at least three vendor names is recommended).

The Accounting Clerk in the Business Office provides campus technical assistance to the departments for campus bidding procedures.

Other Related Purchasing Procedures

Travel-related purchase requisitions (such as request for payment of registration fees) must be supported by an approved in-state or out-of-state employee/student travel approval. No travel-related requisition will be processed if an approved travel form is not on file in the Business Office. Travel-related purchase requisitions are to be submitted manually; not through the on-line system.

Purchase of food on campus is allowed for the following events: (1) CVCC student campus-wide activities and events; (2) regular registration periods (when employees are required to work through their lunch periods); (3) local campus-wide professional development meetings if working through lunch; (4) campus advisory boards that include external members; (5) recruiting functions; and (6) other special events approved in advance by Chief Financial Officer.

NOTE: Other than for student campus-wide events, agenda of meetings and list of attendees is required for campus food purchases per state auditor. Daily food costs purchased for CVCC employees cannot exceed state daily meal per diem of \$11.25 per person.

7.4 Campus Delivery, Receiving and Inventory

All campus purchases are to be delivered first to the Work Room located in Wallace Hall. If campus purchases are too large to deliver in the workroom area, the purchases will be relocated by the Work Room staff to another location. Work Room staff will notify campus personnel of delivery pick up either by phone or email. Work Room staff and campus personnel will together review purchases for acceptance. The review should include that:

- Each correct item is checked marked on the PO.
- Each item to be returned is noted on the PO.
- Incorrect items ordered are noted on PO.
- Each PO is dated and signed by the receiving parties.
- Work Room Log is noted and signed by the receiving department staff.

If items ordered are accurate and complete, the ordering employee and the Work Room staff both “sign” and “date” the yellow copy of the purchase order to release the order.

Before releasing departmental purchases from the Work Room, staff is to inventory and tag any items exceeding \$1,500. The inventory number and site location is routed to the Accounting Clerk for data entry into the capital asset inventory software.

Once campus receiving signatures are obtained and inventory tagged, Work Room staff then routes the paperwork to Accounts Payable in the Business Office for payment. The signed yellow copy of purchase order initiates the payment of the ordered merchandise.

If any item is received, but not accepted or approved, or if there are any other problems with the purchase, the matter will be referred to Purchasing for problem resolution.

Related State Board Policies:

<u>303.01</u>	<u>Accreditation Expenses</u>
<u>304.02</u>	<u>Electronic Posting of Financial Data</u>
<u>309.01</u>	<u>Purchasing</u>
<u>309.02</u>	<u>Single Source and Sole Source Vendors</u>
<u>313.01</u>	<u>Instructional Supplies</u>
<u>315.02</u>	<u>Solicitation of Gift or Contribution from Vendors</u>
<u>320.01</u>	<u>Auxiliary Services</u>
<u>322.01</u>	<u>Institutional Membership</u>
<u>323.01</u>	<u>Code of Ethics in Procurement and Contracting</u>
<u>324.01</u>	<u>Capital Assets</u>