

## Purchasing Policies and Procedures Summary

Employees are responsible for understanding and complying with the policies and procedures listed below.

- Purchasing
- Purchasing Card
- Accounts Payable
- Travel
- Hospitality
- Receiving and Inventory
- Disposal of Surplus Property
- Policies and Procedures established by the Area Vice President or designee

### **Goods and Service =>\$5,000.00**

The President must approve the purchase of all goods or the acquisition of all services except utility services, telephone services, cable services, postage and items for resale. The Chief Procurement Officer or the Director of Purchasing will obtain the President's approval.

### **Goods and Services => \$25,000.00**

Must be initiated by or coordinated through the Chief Procurement Officer.

### **Goods and Services =\$5,000.00 <\$25,000.00**

Three (3) quotes are required unless purchasing goods or acquiring services from one of the sources listed below. Only one quote is required if purchasing from one of the sources listed below.

- A general services administration contract (GSA)
- A group purchasing organization contract (GPO)
- A statewide contract (SW)
- Other West Virginia state agency contracts (Piggyback)
- A consortium contract
- A sole source vendor

Specifications should be given to each vendor. All vendors should be notified of any changes in the specifications. Forward original quotes to the Director of Purchasing. The Director of Purchasing will issue a purchase order to the vendor with the lowest quote. Forward the request to waive the three (3) quote rule to purchase goods or acquire services from a vendor who did not submit the lowest quote to the Director of Purchasing (as applicable). Generally reserved for emergency purposes.

For services, the contract or agreement forms listed below may be used.

- A WV 48 with GSC's standard terms and conditions copied on the reverse side of the form or otherwise made available to the vendor.
- The vendor's contract or agreement with a WV 96.
- A GSC agency contract or agreement with GSC's standard terms and conditions copied on the reverse side of the form or otherwise provided to the vendor and/or a WV 96.
- The WV 96 can only be modified by the State of WV Attorney General's Office.

## **Goods and Services Less Than \$5,000.00**

### **Area Vice President**

- Determines who has spending authority in his or hers area.
- Forwards a list of the employees who have spending authority that indicates their spending limits to the Chief Procurement Officer.
- Notifies the Chief Procurement Officer of any changes in the spending authority.
- Retains responsibility for the following:
  - The approval, accounting, and monitoring of the goods purchased/services acquired for his or hers area.
  - Ensuring that goods or services are purchased/acquired in accordance with the GSC purchasing policies and procedures.
  - Ensuring that all purchases/acquisitions are made within the allotted, appropriate departmental budget and charged to the correct fund/organization/account.

### **Area Vice President or Designee**

- Competitive bids or quotations are encouraged but not required.
- A Requisition or Purchase Order is not required.
- Select the vendor that offers the lowest price for the best quality goods or services that best suits the needs of the College.

For services, the contract or agreement forms listed below may be used.

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- The vendor's contract or agreement with a WV 96.
- A GSC agency contract or agreement with GSC's standard terms and conditions copied on the reverse side of the form or otherwise provided to the vendor and/or a WV 96.
- The WV 96 can only be modified by the State of WV Attorney General's Office.

### **Other Policies and Procedures**

- Computer equipment and software purchases or acquisitions must be approved by the GSC Office of Technology.
- Copy paper must be purchased by the GSC Print Shop unless otherwise approved by the GSC Print Shop.
- Public relations purchases or acquisitions must be approved by the GSC Public Relations Department.
- Office supplies should be purchased from the statewide contract for office supplies when possible. Alternative sources are listed on the Business Office Purchasing website. Other sources may be used if prices are competitive.