



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Procurement
Number: 2.1.13.1

Responsibility: Administrative Services (Purchasing Director)
Last Updated: November 1, 2023
Related Policy: 2.1.13 Contracts

President

Purpose:

The purpose of this procedure is to outline the process for purchasing goods and services for the College.

Procedure:

Procurement of goods and services revenues by state agencies is governed by the South Carolina Consolidated Procurement Code and Regulations Annotated. This code should be consulted for detailed information required for purchasing.

1. The Procurement Office is the only unit of the College authorized to procure goods and services for the College, except as provided for the policy on petty cash and purchases for the bookstores. All purchases are initiated through the submittal of a purchase requisition, which is reviewed and approved by the Procurement Office.
2. Completion of the Purchase Requisition Form:
 - a. A complete and accurate purchase requisition form is required prior to a purchase order being issued, an order being placed and payment issued and/or approval for payment of an invoice.
 - b. The requisition form must be completed in its entirety with complete and accurate information. Any field left blank, incomplete information and/or inaccurate information will result in the form being returned to the initiator and considered withdrawn.
3. Level of Approval:
 - a. Requests for procurement or obligation shall require as a minimum the following level(s) of approval:
 - i. Up to \$10,000: Fund Administrator
 - ii. \$10,000 and up: Vice President for Administrative Services

For the purpose of leases, the total payout dollars over the term of the lease shall be used to determine the level of approval required.

- b. A fund administrator is an individual who is a President's Cabinet member or who reports to a Cabinet member and has been assigned responsibility for the account.
 - c. In emergencies and in the absence of the individual required for approval, the next higher level of approval will be necessary. In the absence of the President, the designee shall have the authority to approve expenditures.
 - d. The Vice President for Administrative Services is authorized to determine the requirement for Sole Source and Emergency Procurement in accordance with the provisions of the State Consolidated Procurement Code and Regulations Annotated.
 - e. The original requisition must be electronically submitted to the Procurement Office after the signatures of the appropriate level(s) of approval have been secured in the space designated on the form. In addition, requisitions for the following will require coordination and approval as follows: (1) Printing of publications, brochures, or materials to be distributed to the community must be approved by the Public Relations Department. (2) Construction services and rental of facilities must be approved by the Vice President for Administrative Services.
4. Purchase Requisition Rejection Due to Lack of Funds:
- a. Upon receipt in the Procurement Office, the requisition is checked for completeness and the budget is checked for available funds. If the requisition is complete and funds are available, the request will be processed. Otherwise, the requisition will be returned to the requestor.
5. Small Purchase Procedures when Competitive Bidding is Required:
- The Procurement Officer will determine the method of procurement (small purchases, sole source, state contract, competitive sealed bidding, emergency procurement, or procurement card). All State contracts must be awarded by competitive sealed bidding unless, by written determination, one of the source selection methods is justified to be more practicable or advantageous to the State per the South Carolina Procurement Code and Regulations Annotated, which requires the following:
- a. Purchases Not in Excess of \$10,000. Small purchases not exceeding \$10,000 may be accomplished without securing competitive quotations if the prices are considered to be reasonable as determined by the Procurement Officer.
 - b. Purchases from \$10,001 to \$25,000 or for a small purchase of commercially available off-the-shelf products not in excess of \$100,000. Solicitations of written quotes from a minimum of three qualified sources of supply shall be made and documentation of the quotes attached to the purchase requisition. The award shall be made to the lowest responsive and responsible source. If advertised in the South Carolina Business Opportunities publication, only one bona fide written quote from a responsible bidder is needed.
 - c. Purchases from \$25,000 to \$50,000 require three written quotes for commercially available off-the-shelf products and Construction. If advertised in the South Carolina Business Opportunities publication, only one bona fide written quote from a responsible bidder is needed. All other goods and services require one or

more written quotes and advertisements in the South Carolina Business Opportunities publication.

Purchases exceeding \$50,000 are bid through the State Procurement Office (Division of Procurement Services).

6. Processing the Purchase Order:

- a. After the necessary processing has been completed, an official purchase order is issued. This document will be authenticated by the Procurement Officer. The vendor copy is mailed to the vendor, the department copy is sent to the requisitioner, the accounts payable copy is attached to the requisition form and filed in the Business Office's designated retention area, and the receiving copy is issued to the Shipping and Receiving Coordinator.

7. Receipt of Orders:

- a. All shipments will be received by the Shipping and Receiving Office located on the west side of the Campus and redistributed to the using departments unless other prior arrangements have been made. The using departments must sign for all materials received, immediately inspect all items and report any discrepancies immediately to the Shipping and Receiving Office, which notifies the Procurement Office. It is the responsibility of the requisitioner to notify the Shipping and Receiving Office immediately upon receipt of any items that are shipped directly to the using department or picked up by the requisitioner. Receiving reports are filed in the Shipping and Receiving Office.
- b. All items delivered to the College and received by the Shipping and Receiving Office will be opened and inspected prior to distribution. The Procurement Office will be contacted in the event an item or items are delivered without an order confirmation or purchase order for verification that the item(s) is an authorized procurement prior to forwarding to the using department.

8. Invoice Processing:

- a. Invoice processing is handled by the Procurement Officer. It involves an audit of the purchase order, receiving report and the invoice. The audit verifies the receipt of materials or services rendered, the correctness of prices, the accuracy of extensions and other pertinent factors.

9. Lead Time:

When determining lead time for processing a purchase requisition, the following factors should be taken into consideration:

- a. If no bids are required and the purchase requisition is complete and accurate, allow at least three working days from receipt of the purchase requisition in the Procurement Office.
- b. For purchases below \$50,000 requiring bids, a minimum of 10 business days may be required for processing providing the purchase requisition is complete and accurate
- c. For purchases above \$50,000, the processing time is determined by the Division of Procurement Services.

10. Emergency Procurement:

- a. The President or the Vice President for Administrative Services, or a designee of either officer may make or authorize others to make emergency procurement only when there exists an immediate threat to public health, welfare, critical economy, and efficiency, or safety under emergency conditions as defined in regulations promulgated by the board; and provided that such emergency procurement shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. Quarterly reports are submitted to the Division of Procurement Services in accordance with the South Carolina Consolidated Procurement Code and Regulations Annotated.

11. Procedures for Obtaining Emergency/Verbal Purchase Orders:

- a. The requestor must verify the goods or services are not available on State contract.
- b. The requestor completes the Justification for Emergency Procurement and purchase requisition. If actual prices are not available, estimate prices, or prices not to exceed should be listed.
- c. The requestor should obtain approval for the purchase requisition. If approvals are verbal, this should be noted on the requisition.
- d. After approval(s) are obtained, the purchase requisition and Justification for Emergency Procurement forms should be submitted to the Procurement Office.
- e. Upon receipt of the two forms, the Procurement Officer will fill out the review for completeness and accuracy.
- f. The Procurement Office will forward the Justification for Emergency Procurement to the President or position delegated authority to sign. Delegation of authority must have been previously submitted to the Division of Procurement Services.
- g. A purchase order is issued once the signed Justification for Emergency Procurement is received by the Procurement Office.

12. Procedures for Procurement Card:

- a. The Procurement Card is issued to authorized State of South Carolina employees to make small value purchases of supplies, materials, equipment, and services for State business use. The card may only be used for official State business.
- b. Use of the card is subject to the small purchase procedures established by the State Consolidated Procurement Code and Regulations Annotated, the South Carolina Purchasing Policy and Procedures, the South Carolina, and all other applicable regulations.
- c. The Vice President for Administrative Services or designee approves issuance of cards. Misuse of the card will subject the cardholder to card restriction(s) including revocation of card use and disciplinary action in accordance with office policies and procedures relating to disciplinary action and the termination clause.
- d. The same Purchase Requisition procedure applies to Procurement Card usage.