

PURCHASING

The value of a clear purchasing review and approval process that is consistently enforced includes:

- Adherence to institution review and approval rules as well as budgets
- Timely recordation of College commitments through the use of encumbrances
- All purchases will be made with requisitions unless it is a pre-approved situation

The general approval process is as follows:

1. End-users wanting to make a purchase must create a requisition after verifying budget availability using myLakerLink or Jenzabar. The requisition will be fully completed. For specific details, see individual processes (i.e., Standard Requisitions, Travel Requests, Credit Card Requisitions, etc.) If purchase is not addressed in processes, please contact Business Services. All requisitions must include the following detailed information:
 - a. Detailed description of items
 - i. Item number listed if available
 - b. Delivery or pickup information
 - i. Initiator will purchase and pick item up at vendor
 - ii. Order will be delivered
 - c. Payment method
 - i. Credit card or check
 - d. Initiator is required to give detailed instructions on what he/she requires from Business Services:
 - i. Vendor will need the original purchase order mailed
 - ii. Business Services needs to fax the purchase order once printed
 - iii. Business Services does NOT have to forward copy of the purchase order to the vendors
 - e. Inventory Tag
 - i. General Fund funded
 - ii. Grant funded
2. The College's rules of procurement must be followed and includes but are not limited to the following:
 - a. If the requisition is under \$10,000, three competitive quotes are not required if not feasible
 - b. If the requisition is \$10,000-\$100,000, three competitive quotes must be obtained
 - c. If the requisition is \$100,000 or higher, a formal solicitation must occur and Invitations to Bid and Requests for Proposal must be acquired
3. The Business Office will be the first check point for verifying that a requisition is charged to appropriate account numbers and budget availability. Depending on the units being charged he/she will then forward it to either:

VP of Administrative Services
 VP of Instruction
 VP of Enrollment and Student Services
 Executive Director of ITS
 President
4. These five will be able to give final approval on requisitions up to \$10,000. Requisitions in excess of \$10,000 will require Presidential approval as well. Those in excess of \$50,000 will require Board approval; the department head or supervisor will create the required resolution. Once approved that person is responsible for forwarding a copy of the approved resolution to Accounts Payable and entering in the requisition through MyLakerLink.

Once all approvals are received, requisition will be finalized and amount will be reflected in MyLakerLink. Accounts Payable will create the purchase orders in Jenzabar at which time the funds will be encumbered against the budget. Switchboard will handle distribution, mailing and faxing of purchase orders as required.

If items are delivered to Mail Services, items will be received individually and tagged, if applicable, by Mail Services. For orders that have multiple small items, the initiator is responsible for receiving even if items were delivered to Mail Services. When items are received or picked up by the initiator, he/she is required to notify Business Services or accept them through MyLakerLink so payment may be made. If an invoice and/or packing slip are received, they must be immediately forwarded to Business Services.

Two exceptions to the work flow outlined above have been identified:

- 1) For Athletics requests, the Athletic Director is an approver of the requisition.
- 2) For Clubs, the Coordinator of Student Life is the first check point. He/she will be the person to submit the request to Business Services.

Travel requests will require the interim use of the existing travel request document and will follow the same approval process. More information on how the travel expenses will be paid is required including registration and hotel payment method.

TIMELY PROCESSING OF FINANCIAL DATA BY COLLEGE STAFF

The procedures outlined above will allow the College to have a clearer picture of its commitments to its vendors and its budget position. The following timeframes apply to other financial information:

- Settlement of travel reimbursements and other personal reimbursements – within 15 days of conclusion of travel or other event
- Submission of monthly travel expense reports – within 5 days after the conclusion of month
- Turnaround of invoices received directly from vendors or from Business Services – 5 days
- Submission of credit card receipts – 15 days following expenditure

DEPARTMENT SUBMISSION CHANGES

- Daily processing of invoices by departments is mandatory. Payment will be authorized against invoices properly supported by approved purchase order.
- Departments responsible for monthly cost allocations of Motor Pool, Bookstore, Print Shop and/or postage charges will be responsible for submitting charge reports to Business Services within 5 business days after the conclusion of a month.
- If grant year-end reporting requires shorter processing time, Grant Manager is responsible for timely submission

BP 6022

BP 6036

Approved: May 20, 2009

Reviewed/Changed to APP 6036 November 30, 2012 (Formerly Admin. Policy 3.000)

Revised November 4, 2015

Revised December 7, 2016

Revised July 11, 2018