

## Southwestern Oregon Community College

### AP 6330 Purchasing

It is the policy of Southwestern Oregon Community College to provide clear guidance for open competitive purchasing that adheres to:

- Oregon State Statute 279, 279A, 279B, and 279C
- The institution's Board Policy
- Oregon Community College Rules of Procurement
- Federal Uniform Guidance

### Procedures

Employees are required to purchase goods and services at the lowest price available allowing for and promoting an impartial competition. In the best interest of the College and students, employees are encouraged to avoid purchasing unnecessary or duplicative items. 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
- Ensure equal opportunity for the use of minority businesses, women's businesses, and labor surplus area firms whenever possible.

The general purchasing process is as follows:

1. Employees must create a requisition and verify the budget availability in myLakerLink or Jenzabar prior to making a purchase of goods or services. For instructions on how to complete a requisition and what to include on the form, please visit myLakerLink, select the finance tab, then purchasing, and then documentation.
2. There are four rules of procurement employees must follow:
  - 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 and attached to the requisition.
  - 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 prior to completing a requisition.
  - d. If the requisition is \$10,000 and over and has a *sole source* (one vendor), it must be either a unique source, a public emergency, or when no competition exists in the area. In addition, all documentation must be attached to the requisition justifying its sole source status.
3. If the requisition is for a contract, then no staff, faculty, or management can solicit, award, or administer the contract if there exists a conflict of interest. A conflict of interest exists if any employee or any member/relation to the employee personally benefits financially or in any other interest from the company considered or awarded the contract.

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4. Contractors must possess the ability and skills to perform the job meeting the specifications, terms, and conditions of the contract.
5. Once the requisition is complete, the Business Office will be the first check point for verifying that the requisition is charged to appropriate account numbers and budget availability. The approval process then moves to the Department Head and then, depending on the units being charged, it proceeds to the final approver either:

VP of Administrative Services  
VP of Instruction and Student Services  
Executive Director of ITS  
President

6. All of the above four approvers can give final approval on requisitions up to \$10,000. Requisitions in excess of \$10,000 will require Presidential approval. Those in excess of \$75,000 will require Board approval; the department head or supervisor creates the required resolution. Once approved, Accounts Payable will require a copy of the approved resolution.

Once all approvals are completed, the requisition is final and amounts are reflected in MyLakerLink. Accounts Payable creates the purchase orders in Jenzabar at which time funds are encumbered against the budget.

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 Accounts Payable or accept them through MyLakerLink so payment may be made. If you receive an invoice and/or packing slip, forward them immediately to Accounts Payable.

Two exceptions to the work flow outlined above:

7. For Athletics requests, the Athletic Director is an approver of the requisition.
8. 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 require the interim use of the existing travel request document and follow the same approval process. Payment of travel expenses requires more information including registration and hotel payment method. See Staff Travel policy APP7075 for additional information.

### **Timely Processing of Financial Data by College Staff**

The procedures outlined above 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, travel expense reports, and other personal reimbursements – within 15 days of conclusion of travel or other event
- Submission of monthly credit card statement reconciliation – by the 20th of the month to the statement date
- Turnaround of invoices received directly from vendors or from Accounts Payable– 5 days
- Submission of credit card receipts – 15 days following expenditure

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## 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 the Business Office within 5 business days after the conclusion of a month.
- If grant year-end reporting requires shorter processing time, Grant Program Manager is responsible for timely submission

### References:

BP 6036

BP 6038

ORS 279A, ORS 279B, ORS 279C

Federal Title 2 Subtitle A Chapter II Part 200 Uniform Guidance for Cost Principles for Federal Awards

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