

**DELAWARE COUNTY
COMMUNITY COLLEGE**
Media, Pennsylvania



**Purchasing Procedures & Policies
Handbook**

Rev. 7/08

DELAWARE COUNTY COMMUNITY COLLEGE
Media, Pennsylvania

INTRODUCTION

This handbook is designed to inform staff and faculty members of the procedures to be followed when requesting supplies, equipment or services required for departmental operations. It describes the flow of paperwork from initiation of the Purchase Requisition through payment of the invoice.

It is the responsibility of the Purchasing Department to insure that the College is maximizing the value of every dollar spent while complying with the laws of the State and the policies of the Board of Trustees.

Questions concerning the information described herein can be directed to the Purchasing Department at x5305.

This handbook will be appended from time to time as changes in procedures become necessary in order to keep pace with College growth and development.

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SECTION I – PURCHASING PROCEDURES PURCHASE REQUISITION FORM

Purchase Requisition forms initiate the Purchasing process and from this form a Purchase Order is created. Purchase Requisition forms are available in the Purchasing Department.

1.1 To initiate the purchase of any product or service, it is necessary to prepare a Purchase Requisition (PR).

1.2 A PR should contain as much information as possible for the Purchasing Department to provide products/services which best meet the needs of the requisitioner. Requisitioners should supply, at a minimum:

- a) Suggested names and addresses of possible suppliers
- b) Quantity, unit of measure and a complete description of the product or service including, but not limited to, catalog numbers, model numbers, etc.
- c) Price (if current price is not available please leave blank)
- d) Delivery location (building and room number)
- e) Need Date

1.3 The need date should be a realistic projection of when the product or Services should be delivered. The use of general terms such as “Immediately” or “As soon as possible” is not permitted.

1.4 The PR form should be typed or printed neatly. The misinterpretation of a word or item number can cause the wrong item to be ordered or may cause a delay in processing if the Purchasing Department must contact the requisitioner for clarification. The requisitioner should ensure that when filling out the PR form, they press hard enough to ensure that the print appears clearly on all four copies of the form.

1.5 The PR is a pre-numbered four part form with distribution as follows:

White Copy - Purchasing Department

Yellow Copy - Accounting

Goldenrod Copy - Approval

Pink Copy – Originator

Purchase Requisition Form - cont.

After it is completely filled out, and the proper approval signatures obtained (see item #5) the requisitioner should retain the pink copy and forward the remaining copies to the Purchase Department.

1.6. Proper signatures should be obtained prior to forwarding the PR to the Purchase Office.

1.7 In all cases the requisitioner should plan ahead on purchases and allow enough time for the Business Office and Purchasing to do its job properly. Large purchases require more time because of quotation or bid procedures that must be followed. Purchase requisitions for like products or services over \$5,000 but less than \$20,000 require competitive quotes and will take approximately one additional week for the Purchasing Office to process. Purchase requisitions for like products or services in the amount of \$20,000 or more require formal bids and will take approximately three additional weeks to process, and also require Board of Trustee approval.

1.8 Departments are asked to suggest sources of supply, particularly for specialized and/or technical items.

1.9 In some instances where a supply source is recommended by the requisitioner, the Purchasing Department may change the vendor if Purchasing feels the College can obtain a better value from another source. In these instances the decision to change suppliers shall be communicated to the requisitioner by the Purchasing Department.

1.10 On rare occasions, a need for a supply/service arises unexpectedly which affects the safety or well being of an individual or facility. In these instances, the Purchasing Department will issue a Purchase Order number over the phone and authorize a department to call in an order. A confirming requisition should immediately be forwarded to the Purchasing Department.

PURCHASE ORDER FORM

Purchase Requisition forms are to be forwarded to the Purchasing Department and a Purchase Order is produced. The Purchase Order is the only form issued by the College which legally obligates the College to expend funds. Vendors who fill orders without receipt of a signed Purchase Order put themselves at risk of not being paid for the supply/service.

2.1 The Purchase Order (PO) is a five part form with distribution as follows:

Vendor

Purchasing

Accounting

Requisitioner

Receiving

2.2 When the PO has been produced the Purchasing Department will forward to the requisitioner the pink copy for the department's records.

2.3 Follow-up (expediting) of Purchase Orders is done periodically by the Purchasing Department. However, if an order is not received within a reasonable time of the date requested, the requisitioner should notify Purchasing, and proper action will be taken.

2.4 Cancellation of any PO is the sole responsibility of the Purchasing Department. If the need arises to cancel a PO the requisitioner should immediately contact the Purchasing Department who will issue a cancellation notice to the supplier. In some instances the supplier may cancel an order and contact the requisitioner. If this should occur the Purchasing Department should be notified immediately.

2.5 In certain instances (such as with publications) a supplier may require prepayment. The requisitioner should note in **BOLD LETTERS** in area 15 Item Description on the requisition, when a prepayment is required.

2.6 Upon request, Purchase Orders may be hand delivered by the requisitioner to a local supplier to expedite receipt of an order.

BLANKET ORDERS

Repetitive and similar orders for supplies and services may be purchased by issuance of a blanket purchase order. Blanket orders in excess of \$5,000 but less than \$20,000 are subject to the quotation requirements as outlined in policy

65.1.A.1.a. Blanket orders for \$15,000 or more are subject to formal bid requirements as outlined in policy 65.1.A.1.a.

3.1 To initiate a blanket order for any recurring supply or service, it is necessary to prepare a purchase requisition which contains all the information described under 1.2.

3.2 The completed purchase requisition should clearly identify the form as a blanket order.

3.3 Blanket orders cannot exceed a period of twelve months and cannot be continued from one fiscal year to another.

3.4 The completed PR should give the name of any individual authorized to approve releases against the blanket order.

3.5 At the end of a fiscal year, blanket orders will be closed regardless of whether there is money remaining to be spent against the order.

PAYMENT REQUEST FORM

The Purchase Requisition form described previously is also used as a Payment Request form. A Payment Request form is used to request a check in lieu of a Purchase Order, or when a supply or service has already been received.

4.1 Use of the Payment Request form should be limited to the following:

- a) Membership dues;
- b) Consulting fees;
- c) Special activities that require advance payment;
- d) Employee reimbursement for authorized expenditures;
- e) Equipment repair services where it is not practical to wait for the processing of a Purchase Requisition and work has been completed;
- f) Supplies or services required immediately which will adversely affect the health or welfare of individuals or property;
- g) Other payments not covered by Purchase Requisitions as approved by the Purchasing Department.

4.2 Staff/Faculty members who are unsure of the proper use of this form should contact the Purchasing Department.

4.3 Payment request forms must have documentation attached such as an invoice or letter of explanation supporting the request.

RECEIVING & RETURNS

5.1 All materials ordered by the College (other than items ordered through the office supply vendor) are received through the Central Receiving area located on the first floor the Academic Building.

5.2 Packages are inspected for damage and delivered quantities on the packing list are checked against the PO. Packages are delivered to the individual departments once a day. When an item is delivered to the department the requisitioner will be asked to immediately check the contents of the package to check for concealed damage, shortages or incorrect items. The requisitioner will then be asked to sign the receiving report for the item. Problems with contents should immediately be reported to the Shipping Department. Damaged material should not be discarded until it has been inspected by the Purchasing Department.

5.3 The Receiving Department shall be responsible for coordinating the return of any and all items to the supplier due to damage, incorrect delivery of items etc.

5.4 Invoices are to be received by Accounts Payable. Invoices received in boxes as part of an order should immediately be forwarded to Accounts Payable where they will be matched up with the Purchase Order and Receiving Report. When all paperwork is received in Accounts Payable a check will be issued to the supplier for invoice payment.