Purchasing procedures, rules and regulations are originated by the General Statutes and are outlined in the North Carolina Administrative Code. These procedures must be followed in the purchase of supplies, materials and equipment regardless of the source of funds.

Prior to purchase with PCard or preparing a requisition for a purchase order, always check the Term Contracts at http://www.pandc.nc.gov/index.htm

If the item is a Term Contract item, no quotes are required. Items may have restrictions within the contract. (Check the benchmark with the Term Contract if it is a large dollar purchase).

If item is not a Term Contract item, requisitioner must check the vendor status in the NC E-Procurement System at: http://eprocurement.nc.gov/Registered_Vendor_Search.html

If the vendor is not registered in NC EProcurement System, contact the vendor and have them register at: http://eprocurement.nc.gov/Vendor.html in order for Haywood Community College to place orders with the company. If the PCard is being used, it is not necessary for the vendor to register in NC EProcurement System. (Term Contract vendors are already registered in the NC EProcurement System.)

Non-E-Procurement vendors are required to send a completed W9 Form (available at www.irs.gov) to the Purchasing Office. This form is required before a purchase order can be processed.

ORDERS MAY NOT BE SPLIT TO AVOID ANY OF THE FOLLOWING GUIDELINES.

The benchmark guidelines for purchasing are: (THESE GUIDELINES APPLY TO NON-TERM CONTRACT ITEMS ONLY)

Amount	Procedure
$0.00 - $24,999.99	Telephone quotes are optional
$25,000.00 - $49,999.99	A quote must be obtained by the end user and forwarded to the HCC Purchasing Office with the names of at least 2 other vendors who are able to supply the needed items. This will go out on the E-quote system.
$50,000.00 and above	Must be bid by Division of Purchase & Contract, Raleigh. Contact the HCC Purchasing Office for assistance with this quote process.

Non-IT Procedures

1. Purchase of supplies and materials, may be processed with the P-Card (within guidelines, see P-Card Procedures Manual) or by submitting a requisition to obtain a purchase order, completed as directed below. HCC is required to utilize state term contracts. http://www.pandc.nc.gov/keyword.asp

2. Budget: To avoid a delay in the purchase order process, check the budget line for adequate funds for the purchase. If funds are not available, you will need to prepare a Budget Transfer Form (available on Haywired) and submit to the Director of the Business Office.
3. Forms: Select the correct requisition form: Requisition - Supplies & Material or Requisition – Equipment. These forms are available on Haywired. If the proper form is not used, it will be returned to the requestor thus delaying the purchasing process.
4. Requisitions should contain the following information: vendor name, vendor address, phone number, quantity, product item number, complete product description, unit price, total price, and noted if the item(s) are term contract item(s), general ledger budget code, along with appropriate signatures. All quote documents should be attached to the requisition form.
5. Complete the required information on the requisition form and obtain authorized signatures. The signature of Requisitioner and Approver/Supervisor is required. Purchases requiring maintenance support, ITS support, or for more than $1,000 also require additional signatures.
6. The questions regarding maintenance assistance must be answered or the requisition will be returned to the requestor. If maintenance assistance is needed, the requisition must be signed by the Director of Campus Development.
7. When the requisition is completed, send the requisition to the Purchasing Office, and a purchase order will be generated and sent to the vendor via the NC E-Procurement System. The purchase order will serve as authorization to commit college funds.
8. The equipment benchmark is $5,000.00. An item is considered to be equipment if it is a non-expendable item, and the cost each is $5,000.00 including tax, shipping, etc.
   o Certain items under the $5,000.00 benchmark are considered high risk. High Risk Items are at a higher risk of being misplaced or stolen, such as: computers, laptops, handheld tablets (iPad, Zoom, etc.). These items are required to be tagged with a college inventory label and added to the department's equipment inventory.
9. The anticipated processing time for purchase orders is two days or less. The processing time may vary due to volume of purchasing and the status of the NC EProcurement System. In the event of an emergency purchasing need, contact the Purchasing Office.
10. Purchasing emergencies occasionally occur. Please document the nature of the emergency and submit a completed Authorization for Payment Without Purchase Order Form along with receipts to the Accounts Payable Office the next business day. This form is available on Haywired.
11. In light of these procedures, you should take the steps necessary to plan your needs in advance to avoid delays and outages in supplies and equipment.

IT Purchasing Procedures

Technology equipment

All equipment related to the operation of a computer (desktop, laptop, or handheld), printer, scanner, or computer network; this includes any internal component of a computer such as a network or sound card. It also includes any external peripheral equipment such as computer speakers, keyboards or mice, and digital cameras.

Prior to purchasing any technology equipment, a quote should be obtained from ITS. This can be done using the e-ticket system. This is important because ITS will typically be able to find a

lower cost than the casual user and because ITS can ensure that all technology equipment meets federal, state, and college requirements, such as UL compliance.

The purchase of technology equipment requires a quote provided by ITS. This quote constitutes approval for the purchase of that equipment. An IT staff member will include a message in the quote stating whether the item should be shipped to the attention of the ITS Administrative Assistant.

Once a quote is obtained, purchases of less than $5,000.00 do not require further IT approval unless they are High Risk. However, any item that requires IT installation (such as a scanner or monitor) cannot be ordered using a P-Card. If installation is required, the requisition form should be sent to the Campus Services Administrator, who will process the order. This will ensure that the purchase is delivered to IT. IT will then receive the item, send receiving to Business Operations, alert the purchaser to its delivery, and generate a ticket to install the item.

For items that are greater than $4,999.99 each, High Risk Equipment Items, and/or Need IT installation the following applies:

- The requisition form should be sent to the IT Administrative Assistant for processing.
- The order will be shipped to the attention of the ITS Administrative Assistant on the Purchase Order. This step includes any Purchase Orders from the ITS Department.
- The requestor and department name on the Requisition Form will be included in the description column on the Purchase Order.
- A copy of the Purchase Order will be sent to the ITS Administrative Assistant and the requestor named on the Requisition Form.
- When the item(s) is received in the ITS office, a copy of the purchase order and the packing slips for the order will be sent to the Business Office and the requestor identified in the description column of the purchase order.
- The items received will then be given to the IT staff and a ticket will be generated by the IT staff to take to the requestor when the items have been tagged and/or set up.

Furniture Purchasing Procedures

Office/Lobby/Classroom Furniture

All furnishings utilized in offices, lobbies, and classrooms (desks, bookcases, chairs, tables, credenzas, and storage components) excluding accessory items such as metal filing cabinets.

Prior to purchasing any furnishings requestor must complete a Furniture Quote Request Form and submit it to the Director of Campus Development. The Director of Campus Development will then obtain a quote for the furnishings and provide it for requestor's review.

Furniture purchases require Campus Development coordination for installation and may require electrical or IT changes therefore a copy of any furniture Requisition Form must be forwarded to the Director of Campus Development prior to forwarding the Requisition Form to the Business Office for processing. Once processed the Director of Campus Development will work with the furniture vendor to coordinate delivery and installation.

For all furniture purchases the following steps apply:

- Requestor completes a Furniture Quote Request Form, including all required signatures, and submits it to the Director of Campus Development.
- Director of Campus Development will review the Furniture Quote Request Form and review space requirements prior to procuring quote.
- Quote will be procured and reviewed by the Director of Campus Development then forwarded to the requestor for purchasing.
- Requestor will complete a Requisition Form for the purchase. The requestor and department name on the Requisition Form will be included in the description column on the Purchase Order. All furniture purchase Requisition Forms must have signatures of approval from the supervising VP's and the Director of Campus Development prior to being forwarded to the Business Office.
- Director of Campus Development will coordinate delivery and installation of the furniture, including any IT requirements associated with the moving and reinstallation of phones, computers, and peripherals.

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