

# 2024 EMPLOYEE PROCUREMENT GUIDE

## PURCHASING POLICY AND PROCEDURES

Horry-Georgetown Technical College is a state agency governed by state law. The Procurement, Receiving and Inventory, Print Shop, and Book Store Departments are centralized under the Procurement Manager. Policies and procedures are in accordance with the South Carolina Consolidated Procurement Code which governs the expenditure of all funds regardless of the source, unless specifically exempted.

## GENERAL INFORMATION

### ALL PURCHASES MUST BE AUTHORIZED BY THE PROCUREMENT OFFICE.

All contracts for goods and services that commit College funds, must be reviewed by the College President, CBO, or Procurement Manager. Shipments should not be made without receipt of a College purchase order and definitely not until a purchase order number has been provided.

**IRS Form W-9** is required for all new vendors conducting business with Horry-Georgetown Technical College.

## PROCUREMENT METHODS

### REQUISITIONS:

All requisitions are to be entered into the College's Banner system. A requisition is a request to purchase and not an authorization to purchase. Only when a purchase order number has been assigned are you authorized to make a purchase. Any order placed before approval is considered to be a Procurement Violation and will be handled accordingly.

If you would like assistance in entering your requisitions, please schedule training with Procurement.

Paper requisitions are preferred when a bid is required and are used for grant and P-Card purchases.

## SMALL PURCHASES

Orders for \$10,000 or less may be made without securing competition, if the prices are certified as being fair and reasonable by the purchaser. These purchases require an HGTC purchase order.

Approval limits for purchases are:

|                                 |  |
|---------------------------------|--|
| <b>Up to \$1,000.00</b>         | Requestor,<br>Department Head, Finance |
| <b>\$1,000.01 to \$1,999.99</b> | Add Academic Dean                      |
| <b>\$2,000.00 to \$9,999.99</b> | Add Vice President                     |
| <b>\$10,000.00 and above</b>    | Add President                          |

## CAPITAL EQUIPMENT

When purchasing any single item that is \$5,000 or greater, it needs to follow the special rules for **"Equipment"** purchases. This insures that funds are available, gives Cabinet the opportunity to review and approve or disapprove of the purchase as well as alert that an asset tag needs to be affixed to the item. It is also the time to review if there are any facility or IT infrastructure needs associated with the purchase. A "New Equipment" document can be found on the Procurement web page or Employee card in myHGTC.

## PROCUREMENT CARD PURCHASES

If your job requires you to have a P-Card, please contact the Procurement Manager.

## WALMART & FOOD LION PURCHASES

Walmart and Food Lion cards are available for use on purchases of \$250 or less. In order to use a Walmart or Food Lion card, you must be pre-approved by your supervisor by filling out a document found on the Purchasing web page.

## FSI OFFICE SUPPLY PURCHASES

All office supply purchases must use the SC State Procurement Contract with FSI. You must be pre-approved by your supervisor by filling out the FSI document found on the Purchasing web page. Orders are placed on Tuesdays and have a \$500 limit on each purchase. IT equipment and furniture must go through Procurement and shall not be ordered online.

## LOGO'D APPAREL AND PROMOTIONAL ITEMS

- P-Card purchases are not allowed.
- Logo must have Marketing approval.
- State funds are not allowed to be used to purchase logo'd apparel for employees. There are a few exceptions that can be found in the Expenditure Guidelines for Promotional and Marketing Items and Apparel, located on the Purchasing web page.
- Contact Purchasing for all quotes.

## SHIPPING INSTRUCTIONS

Only valid College addresses are to be used for shipments. It is a procurement violation to use home addresses.

## INVOICING

All invoices must be sent to [accountspayable@hgtc.edu](mailto:accountspayable@hgtc.edu). Invoices without a purchase order number shall be considered unauthorized and may not be paid.

## FORMAL BIDDING CONDITIONS AND INSTRUCTIONS

### Types of Bids For Equipment, Services, or Supplies with Combined Cost Over \$10,000:

- Competitive Sealed Bid (IFB) – State Preferred Method
- Competitive Fixed Price Bidding
- Competitive Best Value Bidding
- Competitive Online Bidding
- Competitive Sealed Proposals (RFP)

# 2024 EMPLOYEE PROCUREMENT GUIDE

continued

## SOLE SOURCE PROCUREMENT

When an item is available from only one known source and exceeds \$10,000 an order may be placed without competitive bids if sufficient, written justification is provided and sent with the requisition. There is a special form available on the Purchasing web page for this purpose. Before an order can be released, Procurement must verify and approve the purchase as a sole source.

## EMERGENCY PROCUREMENTS

For emergency purchases, repairs, or other situations where it is not practical to prepare an order in advance, Procurement can place order for you. All emergency purchases must be approved by the President of the College. Please note that failure to plan ahead is not justification for an emergency order.

## PREPARATION OF BIDS

For all orders that require a formal bid (where total value of supply or service exceeds \$10,000 either in a single year or in a total of a 5-year contract) the Purchasing department will prepare the formal bid document, post bid in SCBO as well as the Purchasing web page, receive quotes, bids or proposals from vendors and review for award. Awards will be made per state Procurement laws. The requesting department will be responsible for obtaining an approved requisition for the estimated amount, complete specifications that allow for competitive vendor bidding, and a list of preferred vendors. Once this information is presented to the Procurement department, we will handle your procurement. Please note that this process usually takes 4-6 weeks. It is in your best interest to include the Procurement department in the beginning if you are seeking vendors for demonstrations.

## MINORITY BUSINESS ENTERPRISES

The College fully supports the efforts of the Governor and the State Legislature to assist minority-owned businesses to develop as part of the state's policies and programs which are designed to promote balanced economic and community growth. Therefore, the College wishes to ensure that those businesses owned and operated by minorities in the State of South Carolina are afforded the formal bid opportunity to participate fully in the overall procurement process.

## GRATUITIES/ETHICS

Employees of Horry-Georgetown Technical College are prohibited from accepting gifts, meals, trips, rebates, or any promise of future reward or compensation or any other article and/or object of value from a vendor, although the intent of such a gesture may be honorable or a customary practice of the vendor. It is suggested that these gratuities be directed in cost savings to our solicitations for benefit to the entire College. The College has adopted the National Institute of Governmental Purchasing Code of Ethics.

## TRAVEL AUTHORIZATION

Appropriate signatures/approvals are required before registrations or hotel accommodations can be processed. (Travel Authorization Request forms are available on the college website).

## RENTAL CAR SERVICE

The College has a State contract with Enterprise. If you need to rent a car, please fill out the Rental Car Request Form located on the Purchasing web page and forward to Procurement at least 1 week in advance. Rental vehicles for Conway Campus will be delivered to Procurement where you can pick up the key and a gas card. For rental vehicles at Grand Strand and Georgetown Campuses contact Procurement. You must have a valid driver's license to rent a car for College business.

## CONTACT INFORMATION

### Procurement Manager

Dianna Cecala 843-349-5207

### Procurement Specialist

Toni Richardson 843-349-7830

Timothy Wall 843-349-7858

### Receiving/Inventory

Richard Kirchmeyer 843-349-5338

### Receiving Clerk

Arthur Gray 843-349-7846

### Print Services

Patricia Kasko 843-349-5346

Mark Bender 843-349-5236

Larry Peebles 843-349-3686

### WEB ADDRESS

[www.hgtc.edu/purchasing](http://www.hgtc.edu/purchasing)

### PHYSICAL ADDRESS

Conway Campus  
2050 Hwy 501 E  
Building 100, Room 120  
Conway, SC 29526

### MAILING ADDRESS

PO Box 261966  
Conway, SC 29528-6066



hgtc.edu