



## **Procurement Do's and Don'ts to avoid Procurement Violations**

- DO** call Paula Shaw (x7830), Tim Wall (x7858) or Dianna Cecala (x5207) with any questions.
- DO NOT** sign any vendor contracts that commit the College to spend funds. All contracts must be signed by the Procurement Manager, VP of Finance and Administration, or the President.
- DO** read and follow the Employee Procurement Quick Guide.
- DO** order from State Contract Vendors if the goods or services can be supplied.
- DO** obtain a signed W-9 from new vendors and forward to Procurement.
- DO** enter requisitions online (except for certain situations defined by the Finance Office).
- DO NOT** purchase goods or services **before** a *PO number* is issued. A requisition is not your authority to purchase. It is a request for a purchase order number.
- DO** get three (3) **written quotes** for any purchase between \$10,000 and \$25,000 if not using a SC State Contract vendor.
- DO NOT** use a purchasing card for office supplies, HP printer cartridges/toner, gift cards, travel expenses, hotel accommodations or any food and drinks.
- DO** order office supplies from the State Contract vendor: FSI at [www.fsioffice.com](http://www.fsioffice.com).
- DO NOT** purchase software until the Office of Technology has approved your purchase.
- DO** complete a Maintenance Request and notify IT before equipment or furniture is moved from one area to another.
- DO NOT** begin a new equipment review process before contacting the Purchasing Manager
- DO** call the Procurement Office anytime. We are here to assist you.
- DO NOT** purchase anything for employees unless it has been approved by your VP and has been budgeted for it in the President's Employee Enhancement Budget.
- UNAUTHORIZED** purchases will result in a Procurement Violation. Three violations and your procurement privileges will be revoked.
- ALL Procurement Violation Ratifications** (which will include your name) **MUST** be submitted to the State in a quarterly report.
- AUTHORIZED** purchases are defined as: **Requisitioned, approved and a Purchase Order issued prior to purchase.** P-Card and Petty Cash purchases within limits are exempt.