

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 2.1.4.1  
Related Policy: 2.1.4  
Title: Purchasing (Procurement)  
Responsibility: Procurement Officer

Original Approval Date: 08-01-1994  
Last Cabinet Review: 02-22-2017  
Last Revision: 02-22-2017

---

President

## **I. Purpose**

The purpose of this procedure is to establish a procedure for purchasing (procurement).

## **II. Requisition**

Requisitions are to be entered online in the Banner System for requesting expendable supplies or services and equipment. Examples of these are instructional and office supplies, memberships, registration fees, hotel fees, airline tickets, and equipment.

The standard College paper requisition form is to be used for requesting good/services or equipment using technology funds.

Requisitions completed by the requestor should contain a vendor name, quantity, and description of the item, unit of measure, unit cost and total. Any applicable sales tax and freight should be added.

Requisitions \$1000 or less will be processed if they contain the signature of, or been completed online by, the requestor and one approval signature or online approval from their immediate supervisor or higher. In almost all instances, this should be the budget manager for the account charged.

Requisitions greater than \$1000 will also require the approval of the applicable Academic Dean for the area.

Requisitions greater than \$2000 will also require the approval of the applicable vice president for the area.

Approved standard requisitions should be forwarded to the office of the Associate Vice President for Business Affairs for budget approval. Online requisitions are approved online by the Associate Vice President for Business Affairs.

The standard paper requisition is then forwarded to the Procurement Office to be keyed. Online requisitions are automatically forwarded in the Banner System. After the purchase order is generated and signed by the Procurement officer, the copies will be disbursed.

### **III. Guidelines of the South Carolina Consolidated Procurement Code for the Procurement of Goods and Services.**

The following are the guidelines as set forth by the South Carolina Consolidated Procurement Code for the procurement of goods and services.

#### **A. Purchases Not in Excess of \$2,500**

Horry-Georgetown Technical College's (HGTC) internal policy allows that small purchases not exceeding \$2,500 may be accomplished without securing competitive quotations if the prices are considered to be reasonable. The purchasing office shall annotate the purchase requisition: "Price is fair and reasonable" and sign. Such purchases shall be distributed equitably among qualified suppliers. When practical, a quotation will be solicited from other than the previous supplier prior to placing a repeat order.

The administrative cost of verifying the reasonableness of the price of purchase "not in excess of" may more than offset potential savings in detecting instances of overpricing. Therefore, action to verify the reasonableness of the price need be taken only when the procurement officer of the governmental body suspects that the price may not be reasonable (e.g., personal knowledge of the item in comparison and a previous price paid).

#### **B. Purchases from \$2,501 to \$10,000**

These purchase amounts are allowed by the South Carolina Materials Management Office without obtaining written quotes. However, it is the internal policy of HGTC that for purchases from \$2,501 to \$10,000, a solicitation for written quotes from a minimum of three qualified sources of supply shall be made. The documentation of these quotes must be attached to the purchase requisition. The award shall be made to the lowest responsive and responsible source submitting a quote.

#### **C. Purchases from \$10,001 to \$50,000**

For purchases from \$10,001 to \$50,000, a written solicitation for written quotes is required. Procurement shall advertise at least three times in the South Carolina

Business Opportunities publication. A copy of these written solicitation and written quotes shall be maintained on file in the Procurement Office and will be posted on the College's website. The award shall be made to the lowest responsive and responsible source submitting a quote.

#### **IV. Provisions of the South Carolina Code of Laws Section 11-35-4210**

##### **A. Protest Rights**

In accordance with the provisions of the South Carolina Code of Laws Section 11-35-4210 shall not apply to contracts awarded under the procedures set forth in the previous section.

##### **B. Purchases above \$50,000**

All competitive procurements above \$50,000 must be advertised at least one week in the South Carolina Business Opportunities publication. Governmental bodies may charge vendors the cost incurred for copying and mailing bid or proposal documents requested in response to a procurement advertised in the South Carolina Business Opportunities publication. (Effective January 1, 1994)

##### **C. Purchases/Contracts Amounting to \$50,000 or More**

Purchases/contracts amounting to \$50,000 or more shall be awarded by competitive sealed bidding except as otherwise provided in Section 11-35-1510.

An invitation for bids shall be issued in an efficient and economical manner to any qualified bidder who requests a bid package for the particular procurement, and shall include specifications and all contractual terms and conditions applicable to the procurement.

##### **D. The Person(s) Responsible for Securing Bids**

The requestor shall be responsible for securing bids up to \$10,000. The Procurement Officer will secure the bids above \$10,000. The President or his delegated appointee will approve items that are to be secured by Sole Source or Emergency after the requestor and Procurement Manager have submitted justification to the Procurement Office. A copy of the South Carolina Consolidated Procurement Code is on file for employee review.