



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

DO call Toni Richardson (x3680), 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.fsi.com or Herald Office Supply at www.heraldooffice.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.