

HGTC Procurement 101

Staff Members

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Quick Guides

EMPLOYEE PROCUREMENT GUIDE 2018

PURCHASING POLICY AND PROCEDURES

HGTC is a state agency governed by state law. The Procurement, Receiving and Inventory, Print Shop, and Student Food Service 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 the College to 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 the HGTC.

Procurement Guide

PROCUREMENT CARD QUICK GUIDE 2018-2019



www.HGTC.edu

P-Card Guide

Requisition Approval Limits

Purchases of \$.01 – \$1,000

- Dept. Head Only

Purchases of \$1,000.01 – \$2,000

- Dept. Head + Academic Dean

Purchases of \$2,000.01 and greater

- Dept. Head + Academic Dean – V.P.

Purchases \$10,000 and greater

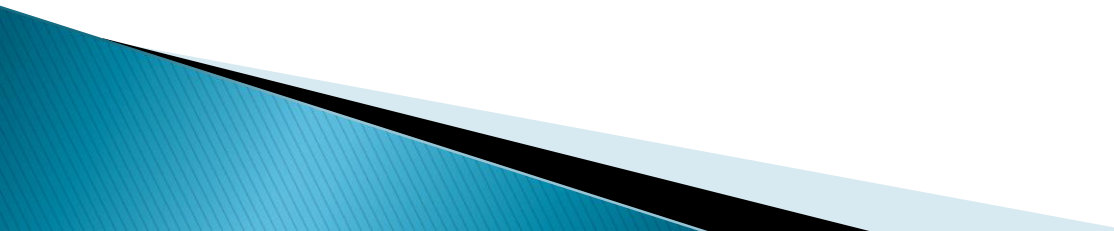
- Must be approved by the President



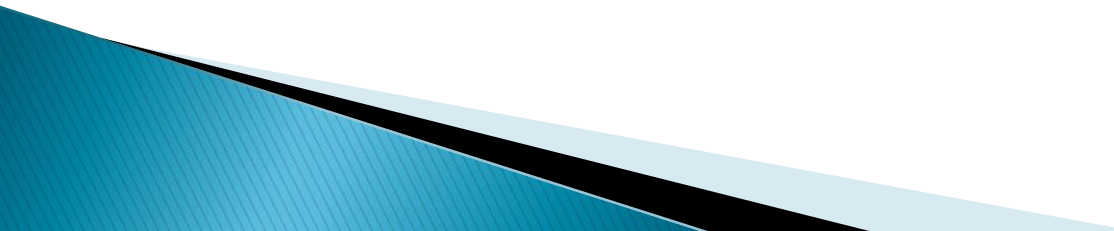
Requisitioning

- ▶ Two Ways:
- ▶ Banner
 - Preferred Method
 - Training is Fast and Simple (contact Procurement for training)
- ▶ Paper
 - Best method when Quote or Documents need to be attached, such as Capital Equipment, or Travel.
 - Forms can be obtained from Procurement

NOTE: It is a procurement violation to commit funds before authorization is obtained through the requisition process.



Purchasing Forms

- ▶ You can find the following forms on the Purchasing Department Website at <https://www.hgtc.edu/purchasing>
 - ▶ 1. Enterprise Rental Car Request
 - ▶ 2. Walmart Card Use Request
 - ▶ 3. FSI Online Ordering Request
 - ▶ 4. US Ink & Toner Request
 - ▶ 5. Request for Purchasing Card
 - ▶ 6. Sole Source State Document
 - ▶ 7. Brand Justification State Document
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Specialty Purchases

▶ Toner and Ink Cartridges:

- We are required by State Procurement to use their contracted vendor for these products. Because we order so frequently and in small quantities, we do not process a requisition and purchase order for these purchases. You need to utilize the form located on our website and forward to mary.hager@hgtc.edu for your order to be placed. Please allow 4–5 days for your order to arrive.

FSI Forms and Supply Orders:

- Only after you have been approved to place orders with FSI on their direct online ordering system, will you be able to place the orders. Be sure to use the correct org. code as the statements go directly to Accounting for payment and they are charged as they appear on the FSI statement.

Purchasing Card Use (P-Card)

- ▶ HGTC's preferred method for ordering is the Banner requisitioning process. However; there are times when the P-card is a more efficient means to place an order.
- ▶ Common Uses:
 - ▶ Orders that can only be purchased on-line by use of a credit card, membership dues, airline tickets, or to hold/reserve a hotel for travel.
- ▶ The standard amount of P-card limits by individual user are \$999.99 single purchase and \$2,500 for monthly total. These are recommended amounts by the SC State Procurement Code.

State Procurement Limits

▶ Purchases \$2,500.01 – \$10,000

- Require Quotes from (3) Vendors

▶ Purchases \$10,000.01 and greater

- Must be Advertised in South Carolina Business Opportunities (SCBO) by Procurement Dept.
- Unless they are: State Contract, Sole Source, Exempt by State

HGTC's Current Certifications Levels:

Goods & Services – \$150,000, IT & Construction – \$100,000

- ▶ NOTE – The normal in-house bidding process takes 3–4 weeks.
- ▶ If the State needs to handle the bid for us, plan on 6 months.
- ▶ State Contracts can be found at <https://procurement.sc.gov/agency/contracts>

SC State Procurement Office

- We are governed by a branch of the State Fiscal Accountability Authority called *Procurement Services*:

- ❖ ITMO – Information Technology Equipment/Supplies/Service
- ❖ MMO – Goods and Services
- ❖ Audit and Certification (every 3 years)

➤ The Consolidated Procurement Code

“State Contracts must be used when they offer the goods, services, an/or supplies that are needed, unless a non-state contract vendor’s price is 10% less than the state contract vendor’s price”

<https://procurement.sc.gov/>


Budgeting

- ▶ Annual Budgets –
 - Prepared in April for the upcoming fiscal year
 - Mid-year budget review in November

- ▶ Equipment Requests –
 - For any equipment in excess of \$2,500 (New Technology)
 - Must be accompanied by all quotes/bids and approved at Cabinet unless it was included in annual budget

- ▶ Renovation Requests –
 - Reviewed twice a year in March & October

The Purchasing Department should always be consulted at the beginning stages of a new purchase



Mail and Supply Delivery

- ▶ **Richard Kirchmeyer** – Inventory Manager and Receiving Clerk
- ▶ Ph. 843–957–0748 Email richard.kirchmeyer@hgtc.edu

- ▶ Shipping & Receiving
- ▶ Shredding Services (2/year)
- ▶ College Vehicle Maintenance/Repair
- ▶ US Mail Pick Up and Delivery
- ▶ Supply Delivery to all Campus
 - Conway – Monday – Friday
 - Grand Stand and Georgetown – Monday – Thursday

 - Part Time Staff
 - Arthur Gray– Works primarily on Conway Campus Delivery Supplies
 - Gary Weissfuss – Delivers Mail and Supplies to GS and GT Campuses

Equipment– Fixed Assets

▶ Dollar Threshold

- Value \$2,500 or greater (recently increased in FY 18)
- Any Non-disposable Equipment
- Must have blue property sticker
- **Is counted every year and reported to State Tech**

▶ Moving Equipment

- If you move a piece of equipment from room to room, building to building or campus to campus it must be reported. Go to Wavenet and use the Equipment Move Request Form.

▶ Turning In Equipment No Longer in Use

- If you no longer need equipment whether it has a property tag or not, go to Wavenet and use the Equipment Turn-in Form. The equipment will either be reused somewhere else in the College or turned in to the State to be sold.

Print Services

- ▶ Pat Kasko – Print Shop Manager
 - Ph. 349-5346 E-mail patricia.kasko@hgtc.edu

- ▶ Products:
 - B & W and Full Color
 - Envelopes
 - Postcards
 - Yard Signs
 - Banners
 - Posters
 - Brochures
 - Business Cards
 - Graphic Design Services

- *There is a fee, but it is lower than any outside competitor!*

Did You Know?

- ▶ The Procurement Office Can help you with:
 - ▶ 1. Renovation Support
 - ▶ 2. Bookstore Issues
 - ▶ 3. Student Food Service/Catering Event Services
 - ▶ 4. Vehicle Rentals
 - ▶ 5. Assistance Hiring Legal Support
 - ▶ 6. Information regarding College Insurances
 - ▶ 7. Sourcing Vendors for projects
 - ▶ 8. P-card Administration



Call Us – we are here to help

» Procurement Department
Thank you!