



Procurement Do's and Don'ts

ALL Procurement Violation Ratifications (which will include your name) **MUST** be submitted to the Material Management Office of the SC State Fiscal Accountability Authority. Historically the documents were kept on file for internal purposes.

UNAUTHORIZED purchases will result in a Procurement Violation. Three violations and your procurement privileges will be revoked.

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.

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

DO call Teresa Welch, Procurement Specialist, at ext. 7830 or Dianna Cecala, Procurement Manager, at ext. 5207 with purchasing questions. **DO** read and follow the 2011 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 get all purchase requests approved as applicable before purchasing

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 \$2,500 and \$10,000.

DO NOT use a purchasing card for office supplies, printer cartridges/toner, gift cards, travel expenses (other than airline tickets) or hotel accommodations.

DO order all HP print Cartridges by visiting www.usinkandtoner.com, obtain pricing, enter a requisition in Banner, once a PO is assigned, your order is placed.

DO order office supplies from the awarded State Contract vendor FSI at www.fsioffice.com

DO contact Teresa Welch @ ext. 7830 to set up your FSI account.

DO complete a new work order for a technology purchase through Track-it.

DO NOT purchase software until the Office of Technology has approved your purchase.

DO complete a work order before equipment is moved from one area/office to another.

DO call the Procurement Office, we are here to assist you.