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 Dyan Todd, 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, you order is placed.

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

**DO** contact Dyan Todd @ 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.