



## 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](http://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](http://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.