



## Employee Procurement Guide

The Employee Procurement Guide offers general information for procuring goods, services and supplies in compliance with SC State Procurement requirements. This guide will be a useful tool for making your purchases in a timely and efficient manner.

### STATE CONTRACT PURCHASES:

**State Contracts** must be used when they offer the goods, services and supplies that are needed, unless a non-state contract vendor's price is 10% less than the state contract vendor's price and only after offering the state contract vendor the opportunity to meet or beat the non-state contract vendor's price.

State contracts can be found via this website:

<http://www.procurement.sc.gov>

Go To: Statewide Contracts

Then chose either: Supplies and Services  
or Information Technology Contracts

**Always** check these sites prior to purchase requests. When state contracts are used there are no limitations on the dollar amounts.

### NON-STATE CONTRACT PURCHASES

NOTE: Any purchase request totaling \$10,000 or higher must be bid on the State website called SCBO. This process will take a minimum of 2 weeks and possibly more.

For amounts above \$75,000.01 contact Dianna Cecala, Procurement Manager at (843) 349-5207 or [dianna.cecala@hgtc.edu](mailto:dianna.cecala@hgtc.edu)

For amounts \$10,000.01 - \$75,000.00 contact Dyan Todd Procurement Specialist at (843) 349-7830 or [dyan.todd@hgtc.edu](mailto:dyan.todd@hgtc.edu)

For amounts of \$2,500.00 - \$10,000.00

Three written quotes are required. Contact the Procurement Office for assistance.

For dollar amounts of \$.01 - \$2,500.00 quotes are not required. *You should however check with more than one vendor to obtain the best price.*

### ORDERING FROM A NEW VENDOR

Request the vendor to complete a W-9 form. Include their contact information and submit to the Procurement Office.

### ON-LINE REQUISITIONING

Requestors are to enter their requisitions into the college's financial system "Banner". A requisition is a request to purchase. *It is NOT authorization to purchase.* Only when a Purchase Order number has been assigned are you authorized to make your purchase. For training sessions on entering requisitions contact the administrative assistant in your department or contact the Procurement Office

*Signatures/Approval Requirements for Requisitioning:*

**For amounts of \$.01 - \$1,000.00**

\*\*Requestor

\*\*Department Head

\*\*Finance

**For amounts of \$1,000.01 - \$1,999.99**

\*\*Requestor

\*\*Department Head  
\*\*Academic Dean (if applicable)  
\*\*Finance

**For amounts of \$2,000.00 & above**

\*\*Requestor  
\*\*Department Head  
\*\*Academic Dean (if applicable)  
\*\*Vice-President  
\*\*Finance

The Finance office approves the account number only.

**CAPITAL EQUIPMENT PURCHASES**

Contact the Procurement Office when any single item purchase is above \$1000.00.

**PURCHASING TECHNOLOGY EQUIPMENT**

Obtain the proper approvals and account number. Generate a New Equipment Request Help Desk Ticket.

STEPS TO GENERATE A TICKET:

1. Go to [www.hgtc.edu](http://www.hgtc.edu)
2. Click on WaveNet and log into your account
3. Click Employee Services
4. Click on Track It
5. Enter login information
6. Select ADD a new work order
7. Fill in the pertinent information. Select "Inventory Services" as the work order type and the sub-type should relate to the item to be purchased.
8. Submit work order

**MANUAL REQUISITIONING**

Use manual (paper) requisitions when procuring goods and services with Technology funds or Capital Equipment funds.

**PURCHASING CARD PROGRAM**

Purchasing cards are used primarily for emergency purchases (Imminent threat of life or limb), on-line registrations and reserving hotel accommodations.

P-Cards should NEVER be used to purchase food, drink (includes water) or travel (excluding airfare).

***Criteria for application:***

\*\*Applicant must be a full time employee of HGTC

\*\*Applicant must complete a Request for Procurement. Contact the Procurement Office for this application form.

\*\*Applicant must sign a Card Holder Agreement, agreeing to adhere to all SC State Procurement and Horry-Georgetown Technical College's policies and procedures.

**OTHER PURCHASING METHODS**

*Petty Cash* may be used for purchases of \$50 or less. Must present receipts along with a completed and approved Petty Cash Voucher to the Finance Office, Administration Building, Rm 103 for reimbursement.

*Sole Source* is a document used when only one vendor can supply the goods, services or supplies needed. A Sole Source MUST be

approved by the Procurement Manager and the VP of Business Affairs. A Sole Source also requires the requestor to defend the purchase as a Sole Source to the SC State Auditors (if requested).

**Emergency Purchase** (Imminent threat to life or limb) is a document used only when a disaster or a life threatening situation has occurred, which requires an immediate purchase of goods, services or supplies and **MUST** be authorized by the President of the College.

Sole Source and Emergency forms are available on HGTC's Procurement website.

### **TRAVEL AUTHORIZATION**

Appropriate signatures/approvals are required before registration or hotel accommodations can be processed. (Travel Authorization Request forms are available on the college website).

### **OFFICE SUPPLIES**

Office Supplies are on state contract. The current state contract vendor is listed below.

Forms & Supply [www.fsioffice.com](http://www.fsioffice.com)

Office supplies ordered from this vendor do not require a purchase order or additional approvals. Items are processed by the vendor and billed to your department account monthly.

The online ordering system is designed for one to two users per department, but there can be more if necessary. The Procurement Office must set up an account for you.

### **PRINT CARTRIDGES/TONERS**

Print cartridges/toners are on state contract from US Ink and Toner. Price lists are available at [usinkandtoner.com/sc](http://usinkandtoner.com/sc). Once a full description and price are obtained, enter a requisition, when it has completed approvals, a purchase order will be processed and your order placed.

### **SHIPPING/RECEIVING & INVENTORY**

Richard Kirchmeyer- Inventory/Receiving Supervisor at (843) 957-0748 or via email: [richard.kirchmeyer@hgtc.edu](mailto:richard.kirchmeyer@hgtc.edu)

Gary Weissfuss – Inter-Office Mail Courier

Arthur Gray – Receiving Clerk

Shipping/Receiving Warehouse (843) 349-7846.

### **PRINT SERVICES**

Pat Kasko – Print Services Manager

Phone: (843) 349-5346

Email: [patricia.kasko@hgtc.edu](mailto:patricia.kasko@hgtc.edu)

Email orders to: [print.services@hgtc.edu](mailto:print.services@hgtc.edu)

Chad White – Front Desk

Phone: (843) 349-5286

E-mail: [chad.white@hgtc.edu](mailto:chad.white@hgtc.edu)

### **ALLOWED EXEMPTIONS FROM THE SC PROCUREMENT CODE**

Listed below are the most frequently used exemptions allowed, which do not require quotes. Requisitions with the appropriate signatures/approvals are required. Exemption number and description must be included on requisitions. Use of State exemptions need to be verified through the Procurement Office before used.

- **Exemption: 1981.07.30 / 2006.06.13**  
Articles for commercial sale by all governmental bodies (Courses for Industry)

- *Exemption: 1981.07.30 / 2006.06.13*  
Published books, periodical, & Technical Pamphlets.
- *Exemption: 1982.02.25*  
Postage
- *Exemption: 1982.04.27*  
Professional dues, registrations & memberships
- *Exemption: 1983.03.08*  
Instructional training seminars offered by governmental bodies to state employees on a registration basis & those contractual consultant services necessary to provide the professional instruction for the seminar.
- *Exemption: 1986.04.22*  
Advertisement in professional journals or publications
- *Exemption: 1986.04.22*  
Advertising time or space in newspapers, radio or television.
- *Exemption: 1986.04.22*  
Expenses of evaluation committees required for institutions of higher learning in order to maintain accreditation.
- *Exemption: 1986.04.22*  
Licensing agreements for computer software, after such has been competitively bid as required by the Procurement Code.
- *Exemption: 1987.07.14*  
Exempted tuition paid to all institutions of higher learning from certain requirements of the procurement Code in Accordance with Code Section 11-35-710
- *Exemption: 1993.08.26*  
Electronic and printed exam forms used in the administration of State Licensing examinations.
- *Exemption: 1994.05.10*  
Procurement of copyrighted educational films, filmstrips, slides & transparencies, CD ROM documents, data bases, computer assisted instructional materials, interactive video programs and other related material made available by information technology that can only be obtained from the company providing the information or service.