

UNAUTHORIZED PURCHASES

Any purchases that have not been authorized by the Procurement department will not be accepted or considered binding by the College and may be returned to the vendor at vendor cost or may be considered a donation to the College.

MINORITY BUSINESS ENTERPRISES

The College fully supports the efforts of the Governor and the State Legislature to assist minority-owned businesses to develop as part of the state’s policies and programs which are designed to promote balanced economic and community growth. Therefore, the College wishes to ensure that those businesses owned and operated by minorities in the State of South Carolina are afforded the opportunity to participate fully in the overall procurement process.

The State maintains a directory of these vendors; please visit *Office of Small and Minority Business Assistance* for additional information or to apply for certification.

GRATUITIES/ETHICS

Employees of the HGTC are prohibited from accepting gifts, meals, trips, rebates, or any promise of future reward or compensation or any other article and/or object of value from a vendor, although the intent of such a gesture may be honorable or a customary practice of the vendor. It is suggested that these gratuities be directed in cost saving to our solicitations, for benefit to the entire College.

The College has adopted the National Institute of Governmental Purchasing Code of Ethics.

TRAVEL AUTHORIZATION

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

RENTAL CAR SERVICE

The College has a State contract with Enterprise. If you need to rent a car, please fill out the proper request form located on the Procurement website and forward to Procurement at least 1 week in advance. The car will be delivered to Procurement where you can pick up the key and a gas card. You must have a valid driver’s license to rent a car for College business.

CONTACT INFORMATION

Procurement Manager	
Dianna Cecala	843-349-5207
Procurement Specialist	
Teresa Welch	843-349-7830
Procurement Admin.	
Mary Jane Gamboa Hager	843-349-7858
Receiving/Inventory	
Richard Kirchmeyer	843-349-5338
Receiving Clerk	
Arthur Gray	843.349-7846
Courier	
Gary Weisfuss	843-349-7846
Print Services	
Patricia Kasko	843-349-5346
Student Food Service	
Steven Roe	843-349-7116



WEB ADDRESS:

www.hgtc.edu/purchasing

PHYSICAL ADDRESS:

Conway Campus
2050 Hwy 501 E
Conway, SC 29526

MAILING ADDRESS:

PO Box 261966
Conway, SC 29528-6066

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 METHODS

REQUISITIONS:

All requisitions are to be entered into the College's Banner system. A requisition is a request to purchase and not an authorization to purchase. Only when a purchase order number has been assigned are you authorized to make a purchase. Any orders placed before approval, is considered to be a Procurement Violation and will be handled accordingly. If you would like assistance in entering your requisitions, please schedule training with Procurement.

A paper requisition can be used, and is actually preferred, when a bid is required. The Purchasing department must have an approved requisition before submitting a bid to SCBO.

SMALL PURCHASES:

Orders for \$10,000 or less may be made without securing competition, if the prices are certified as being fair and reasonable by the purchaser. These purchases require an HGTC purchase order; unless they are paid for with the State Purchasing Card (see next section).

Approval limits for small purchases are:

Up to \$1,000.00 – Requestor, Department Head, Finance

\$1,000.01 to \$1,999.99 – Add Academic Dean

\$2,000.00 and above – Add Vice President

CAPITAL EQUIPMENT:

When purchasing any single item that is \$1,000 or greater, it needs to follow the special rules for "Equipment" purchases.

This insures that funds are available, gives Cabinet the opportunity to review and approve or disapprove of the purchase as well as alert that an asset tag needs to be affixed to the item. It is also the time to review if there are any facility or IT infrastructure needs associated with the purchase. A special "Equipment" document can be found on the purchasing website that is to be used for a purchase meeting this criteria.

PURCHASING CARD:

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 airline tickets only).

CRITERIA FOR APPLICATION:

- Applicant must be a full time employee of HGTC.
- Applicant must complete a Procurement Card Application. Contact the Procurement Office for this application form.
- Applicant must sign a Card Holder Agreement, agreeing to adhere to all SC State Procurement and HGTC's policies and procedures.

WALMART PURCHASES:

Walmart cards are available for use on purchases \$250 or less. In order to use a Walmart card, you must be pre-approved by your supervisor by filling out a document found on the Procurement web page. After picking up your card and making your purchase, you must enter

a requisition into banner matching the receipt. Write your requisition number on the receipt and return receipt with card to the Procurement Office. They will process a PO for payment.

SHIPPING INSTRUCTIONS

All shipments must be shipped F.O.B. destination unless otherwise directed on the purchase order. All shipments must be directed to the location shown on the purchase order.

INVOICING

All invoices must reference purchase order numbers. Submit invoices via mail to the Horry Georgetown Technical College, Accounts Payable, PO Box 261966. Conway, SC 29528-6066 or via email brenda.gresh@hgtc.edu.

FORMAL BIDDING CONDITIONS AND INSTRUCTIONS

TYPES OF BIDS:

Competitive Sealed Bid (IFB) – State Preferred Method

Competitive Fixed Price Bidding

Competitive Best Value Bidding

Competitive Online Bidding

Competitive Sealed Proposals (RFP)

SOLE SOURCE PROCUREMENT:

When an item is available from only one known source and exceeds \$10,000 an order may be placed without competitive bids if sufficient, written justification is provided and sent with the requisition. There is a special form available from Procurement for this purpose. Before an

order can be released, Procurement must verify and approve the purchase as a sole source.

EMERGENCY PROCUREMENTS:

For emergency purchases, repairs, or other situations where it is not practical to prepare an order in advance, Procurement can place order for you. Please note that failure to plan ahead is not justification for an emergency order.

PREPARATION OF BIDS:

For all orders that require a formal bid (where total value of supply or service exceeds \$10,000 either in a single year or in a total of a 5-year contract) the Purchasing department will prepare the formal bid document, post bid in SCBO as well as the procurement website, received quotes, bids or proposals from vendors and review for award. Awards will be made per state Procurement laws. The requesting department will be responsible for obtaining an approved requisition for the estimated amount, complete specifications that allow for competitive vendor bidding, and a list of preferred vendors. Once this information is presented to the Procurement department, we will handle your procurement. Please note that this process usually takes 3-5 weeks. It is in your best interest to include the Purchasing department in the beginning if you are seeking vendors for demonstrations.