Process for Ordering Supplies, Equipment, Furniture, and Services

This guide explains how to request and purchase supplies, equipment, furniture, and services. Follow the instructions in each section and contact the Purchasing Office when clarification or approval is needed.

1. Supplies

Supplies are paid from your operational budget.

Office supplies: Office supplies must be ordered online through a state-contracted vendor, such as Herald Office Supplies or Staples. You may set up an account through Purchasing, or your administrative assistant in the Dean's Office may assist you.

Ink and toner: Ink and toner must be ordered from a state-contracted vendor through the Purchasing Office. Use the form available on the purchasing website.

Student-use supplies: Obtain a quote from the vendor and enter a requisition in Banner. This is usually completed by the administrative assistant in the Dean's Office. If your position requires you to place orders for your department, you must be trained by the Purchasing Department.

2. Equipment

Equipment includes items used by students or for training purposes.

2.1 Non-Capital Equipment

Non-capital equipment is any single item valued under $4,999.99. You may purchase non-capital equipment using your operational budget. If an item is valued at $2,500 or more, including tax, shipping, training, and installation, a blue fixed-asset sticker is required. Obtain a quote from the vendor and enter a requisition in Banner.

2.2 Capital Equipment

Capital equipment is any single item valued at $5,000 or more. Capital equipment requests must always be submitted to Cabinet for approval.

1. Use the correct paper requisition form.
2. Obtain a quote and have the requisition signed by your chair, dean, and vice president.
3. The vice president will present the request to Cabinet for purchase approval.

If funds are available in your budget, they may be used to replace existing equipment only, not to purchase new equipment. Note this clearly on the requisition.

If funds are not available in your budget and the request is approved, Accounting will determine whether capital equipment funds are available. If funds are available, Accounting will sign the requisition and forward it to Purchasing to place the order. See Section 5, Purchase Process Based on Total Order Value.

3. Furniture

Begin with all furniture requests by emailing the Purchasing Department.

The goal is to maintain consistency, quality, and aesthetics throughout all buildings. Furniture is purchased for a specific building and room number and should not be moved to other offices, buildings, or campuses.

Your email request should include what you need to purchase and when you need it. Purchasing will arrange for a sales representative to visit your area, take measurements, and recommend the best layout. Maintenance or Purchasing staff may also visit your area to determine the most suitable option.

All furniture must be ordered from approved state vendors. Purchasing furniture with a purchasing card is prohibited.

4. Services

Services may include membership dues, license fees, software renewals, vendors performing work at the college, or speakers.

You must have funds available in your operational budget before requesting these services.

If there is an emergency, call the Purchasing Office immediately so staff can help you obtain what you need as quickly as possible.

If you need a service but do not have funds available in your budget, use one of the following options:

1. Ask your vice president to present the request to Cabinet for approval.
2. Proceed with the order and request reimbursement at mid-year.

5. Purchase Process Based on Total Order Value

Total Order Value	Requirement	Estimated Timeline
$10,000 or less	One quote is required.	Varies
$10,000.01 to $25,000	Three valid quotes are required.	Varies
$25,000.01 to $50,000	Submit the request to Procurement so quotes can be requested through advertisement.	Approximately 10 days
$50,000.01 to $100,000	Submit the request to Procurement for a formal solicitation through advertisement. Be prepared to provide item specifications.	At least 3 weeks

6. Other Types of Purchases

6.1 State Contract Purchases

If the item or items you need are on a state contract, the purchase does not need to go through the bidding process.

A vendor may have a state contract, but that does not mean every item they sell is covered by the contract. Verify contract coverage before purchasing. Purchasing can assist with this verification. The vendor should include the state contract number on each quote.

6.2 Sole Source Purchases

A sole source purchase is the least preferred purchase process recommended by the state. The vendor must be the only provider capable of supplying the service or equipment that meets your needs, and the vendor must be able to document sole source status. Depending on the order value, this process may take up to one month. Several forms are required, and Purchasing will help you complete the process.

All sole source purchases must also be reported to the state quarterly.

7. Solicitation Types and Timelines

Solicitation Type	Description	Estimated Timeline
RFQ	Request for Quotes	About 10 days
IFB	Invitation for Bid; includes a pre-bid meeting	About 4 weeks
RFP	Request for Proposals; includes a selection committee, vendor presentations, and a ranking system for selection	About 8 weeks