

# Three Rivers Community College

## Purchasing Procedures

Revised: 8/5/14

### General Statement

This Purchasing Guide contains information regarding the basic policies and procedures to be followed for procurement at Three Rivers Community College. It provides guidance in purchasing transactions and offers useful information about how the purchasing process works in general.

### Role of the Purchasing Department

The Purchasing Department is responsible for the purchase of all goods and services occurring within Three Rivers Community College (TRCC) including receiving of USPS, FEDEX and UPS shipments and all functions of TRCC located at 574 New London Turnpike, Norwich, CT 06360.

Delivery of all goods and mail is also the responsibility of the Purchasing Department. Unless other arrangements have been made, all packages delivered to the college are opened and verified when they are received.

Individual departments may conduct preliminary investigations while developing a source for new products or specialized equipment or services. However, final commitments for all purchases are made by the Purchasing Department in accordance with Connecticut General Statutes and Community College Purchasing Policy.

### How do I purchase an item or service?

1. Identify the item or service that you need.
2. Complete a purchase requisition form:
  - a) Name, department, phone number, and delivery location.
  - b) Source of funds – Fund & Organization codes
  - c) Date item or service is required.
  - d) Recommended vendors - Complete name, address, web page, phone and fax number of the vendor you wish to use.
  - e) Item Description - A complete description of the item(s) you wish to order, including part numbers and latest pricing. When calling a company for pricing, indicate that we are a governmental and educational institution (in case there is a discount available). We are a State agency and not subject to sales tax. **Be sure to indicate that your call is an inquiry only. Do not place any telephone orders, make any commitments, or sign any contracts.**
  - f) Appropriate approval(s) – normally Division Dean.
  - g) Additional signatures needed for special circumstances:
    - Chemicals and hazardous materials requisitions need to be reviewed by the Chemical Hygiene Officer (D-209B) prior to being sent to Purchasing.

- Computer hardware and software requisitions need to be reviewed by the Dean of the Information Technology (C-113) prior to being sent to Purchasing.
- Grant funded requisitions need to be reviewed by the Associate Fiscal Administrative Officer (C-241) prior to being sent to Purchasing.
- Student Activity requisitions need be reviewed by the Student Activities Accountant (C-241) prior to being sent to Purchasing.

### **Purchase requisition is converted to a Purchase Order**

When the purchase requisition is received, the Purchasing Department:

- Reviews the requisition to determine that all required data is provided to assure prompt processing of the order.
- Determines if the items for the purchase are available using an existing State Contract, State Certified Small or Minority Vendor or needs to go through the bidding process.
- Attaches a copy of the face page of the DAS contract to each blanket purchase order.
- Enters the information into Banner for Finance approval
- Approved purchase orders are printed and forwarded to the vendor.
- The originator receives a copy of the purchase requisition with the purchase order number annotated or a copy of the actual purchase order.

The Three Rivers Community College Purchase Order (PO) is the vendor's authority to provide and invoice for the goods and/or services specified and the college's promise to pay. PO's are generated by the Purchasing Department directly from the requirements outlined on the approved purchase requisitions. The PO covers the essential elements of the purchase and conveys all the necessary purchasing requirements, including the terms and conditions.

Important: Goods or services that are received without a PO in place are not considered contractual obligations of the College. Goods and services identified upon delivery as not related to a Purchase Order or college business may be refused and returned to the vendor.

Individuals may be personally liable for purchases made without a valid PO

To assist the Purchasing Department in expediting your requests:

- Identify those areas where you can plan ahead for procurement needs. This will allow Purchasing office and the vendor time to process the order.
- Submit a separate requisition for each vendor.
- Include the date materials are required. Do not use ASAP. Requisitions with a specific delivery date will be given priority over those with a missing delivery date.
- Attach all quotes obtained, registration forms, agreements that pertain to the goods and services to be purchased.
- Attach a spread sheet when ordering a large list of items from a single vendor; include item numbers, description of items, quantity requested and unit price.
- If you wish to preview any item, please contact the Purchasing office in advance so they can help you with this request. Publishers often ship unsolicited books for review. However, if you request a free publication (solicited), please notify the Purchasing Department with the tracking information. In some cases, we are obligated to return these "desk copies" if we decide not to utilize them as the class text.

## **State Code of Ethics**

### **Gifts**

As a public official or state employee, there are rules in place regarding accepting gifts from both restricted and non-restricted donors. A gift is defined as anything of value that you (or in certain circumstances a member of your family) directly and personally receive unless you provide consideration of equal or greater value (e.g., pay for the item).

### **Contracting**

The General Statutes of the State of Connecticut make provisions for preventing one from using his/her public position or confidential information gained in State service for personal financial benefit. In accordance with C.G.S. 1-84(i), a State employee and his/her immediate family are prohibited from entering into contracts with the State with a value of \$100.00 or more unless the contract has been awarded through an open and public bidding process.

**Please refer to the full text of the State ethic's policy for additional information:**

**[http://www.ct.gov/ethics/lib/ethics/guides/2014/public\\_officials\\_and\\_state\\_employees\\_guide\\_rev-jan2014.pdf](http://www.ct.gov/ethics/lib/ethics/guides/2014/public_officials_and_state_employees_guide_rev-jan2014.pdf)**