A. Purpose

To follow appropriate procedures for ordering equipment, supplies, replacement parts, or equipment repairs. In addition, the procurement process should incorporate a philosophy of purchasing optimum quality goods at the lowest possible price.

B. Responsibility

1. Every instructor and staff member has the responsibility to initiate requisitions for equipment and supplies needed for effective functioning in their respective classroom or other organizational function.

2. Three authorized signatures are required for each requisition. One of the authorized signatures must be from a position at least at the mid-management level and one at a higher level on the organizational chart. These signatures indicate that the requisitioned items are pertinent to the College's mission and that sufficient funds have been allocated to cover the cost of requisitioned items.

3. In order to assure smooth and continuous operations without stock outages, requisitions must be submitted in advance of the anticipated date that items are needed. Time must be allowed for proper signatures, codes, and placing of orders. To expedite equipment purchases, exact specifications and any additional information on hand is necessary.

4. It is the responsibility of the purchasing director to assure that all college purchases are made in compliance with state purchasing guidelines.

5. All items purchased through the procurement process must be properly authorized and documented before the purchase is completed. Items that are purchased prior to obtaining proper authorization will not be paid for by the College. All employees are responsible for obtaining proper authorization prior to purchasing items in the name of the College.

6. The purchasing director, with the approval of the chief financial officer, is responsible for actually ordering needed equipment and supplies in accordance with applicable state purchasing guidelines.
7. Central Receiving receives all merchandise. Packing slips are brought to Purchasing, then matched with an invoice and purchase order for correctness, extensions are verified and passed to Accounts Payable for payment.

C. Definitions

The definitions should be reviewed before completing the purchase request:

1. Equipment: Apparatus, mechanisms, measuring devices, machines, hand tools, furnishings, models, etc., not consumed or worn out in two calendar years as a result of normal day-to-day use. Equipment items which are lost or stolen are reordered as equipment, not replacement and repair.

2. Minor Equipment: Items with a value of less than $500.00 and has a serial number will be charged to minor equipment. Other items of equipment less than $500.00 and no serial number will be charged to supplies.

3. Supplies: Material items which are consumed in use, worn out in two years, expendable, or lose their identity in two years.

4. Replacement and Repair: Items required to repair a piece of equipment.

D. Procedures

To order equipment, supplies, replacement parts, or repair of equipment, follow the steps listed below. State Contract items are on microfiche in the Purchasing Department, Maintenance, Lincoln Campus, Engineering, and Media Services.

1. To order supplies and equipment, determine if the item needed is on state contract. Fill out a purchase request form listing the vendor and any pertinent information known on the vendor.

2. Submit the purchase request form to your immediate supervisor for approval and transmittal through the chain of supervision to the purchasing director.

E. Contracts of the College

1. Philosophy: The power to contract on behalf of the College is vested in the Board and no contract or agreement shall be made to which the College is a named party without Board approval. However, the size and complexity of the College is such that individual review by the Board of every agreement is neither
feasible nor in the best interest of the College. Therefore, certain delegations for contracting authority are appropriate within the following specified guidelines for the timely, efficient administration of the College. All contracts shall be made in the name of the Board of Trustees of Gaston College as provided for in Chapter 115D-14.

2. Contracting Authority Delegation: The President is hereby expressly authorized and empowered to contract in the name of the College as follows:

   a. Personnel: All employment contracts shall be signed by the President. The President shall approve the employment of all personnel contracts.

   b. Capital Improvement Orders: The President may approve a capital improvement change order of $10,000 or less. The President, the chief financial officer, and the chairman of the Board of Trustees may jointly approve a capital improvement change order exceeding $10,000 when, in the opinion of the President, the deferral of the change order until the next regular Board meeting would cause a significant delay in the progress of the capital improvement project. All change orders thus approved shall be submitted to the Board for ratification at the earliest time.

   c. Service: The President shall have authority to execute contracts and/or purchases on behalf of the College in an amount not to exceed $15,000. Employee contracts are excluded from the $15,000 limitation.

      (1) A listing of all estimated purchases and contracts in excess of $15,000 will be provided to the Board of Trustees on a monthly basis.

      (2) Any contract whose term would exceed 12 months will be presented to the Board of Trustees accompanying the budget process.

      (3) A monthly report of all actual expenditures in excess of $15,000 will be provided to the Board of Trustees.

Emergency expenditures must be approved, in writing, by the President and reported to the Board of Trustees at its next meeting.
d. Signatory Authority: Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on behalf of the College by either the Board Chairperson or the President (or designee).

e. Custody of Contracts: The President is hereby designated as custodian of all contracts of the College. He/she shall maintain on file one (1) original of every contract to which the College is a party.

f. Reporting: The President shall periodically report to the Board all contracts made pursuant to delegated authority.

3. Contracting Procedures: The President shall prepare procedures for the implementation of this policy and may make such sub-delegation of contracting authority as he/she may deem necessary to the efficient administration of the College.