

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Finance and Administration**

POLICY/PROCEDURE: **Purchasing**

DATE: **March 1, 1993**

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**Introduction**

The purchasing of equipment, supplies, printing, services, or rental of equipment and facilities must be executed in accordance with all applicable state and federal statutes in an efficient and business-like manner. The following College procedures are to be followed by all College personnel conducting or executing purchasing activities. Compliance is necessary to ensure that appropriate state and federal statutes are not violated

**1. Authorized Officials**

The President and the Vice President of Finance and Administration are the **only** authorized employees to obligate funds of the College. The Vice President of Finance and Administration serves as the College Purchasing Official.

**2. State Laws and Regulations**

All State laws and resulting regulations apply to the College, and, therefore, procedures for procuring needed services, supplies, and equipment must be in conformity. Bidding requirements vary by the total amount of the purchase and type of procurement.

**3. Purchase Request**

A purchase request must be used to request the purchase of needed supplies, equipment, and services, with the exception of office supplies in stock, which can be obtained from the office supply storage following procedures set by the Vice President of Finance.

Employees desiring to review new materials on approval must also complete the purchase request. Ouachita Technical College purchase orders will not be issued "after the fact" if proper approval has not been first obtained, and the employee will be personally responsible for the financial obligation. No purchase requests should be authorized without first determining if sufficient budgetary unit funds are available.

**4. Office Supplies**

The constitution of the State of Arkansas specifically mandates that all office supplies including printing shall be bid by the office of State Purchasing in Little Rock and awarded to vendors who will service the entire state. Because of this, the College receives a considerable discount on needed items, but the delivery time is generally

longer than if ordering directly from the manufacturer or a local retailer. Therefore, employees should plan ahead and notify the Business Office as far in advance as possible for anticipated needs if large quantities are required.

**5. Definition of Equipment**

Any item that costs \$2,500 or more and has a life expectancy of two (2) years or more is classified as equipment. Components that cost less than \$2,500 each but make up a set that costs more than \$2,500 in total and has a life expectancy of two (2) years or more may be considered equipment.

**6. Petty Cash**

For emergency items, which are not listed on Statewide Purchasing Contract, and if the total cost of the purchase is less than \$20, the purchase can be made from a local vendor by the employee and later reimbursed through the Petty Cash Fund housed in the Business Office. Receipts must be presented for reimbursement.

**7. Consultants**

When the services of a person or firm outside the College are needed and the total amount for fees and expenses exceed \$5,000, a Professional Consultant's Services Contract must be completed through the Office of the Vice President of Finance and Administration and subsequently approved by the President. Certain contracts must also be approved by State Building Services and/or the Legislative Council. The approval process and timing are complex and often up to two (2) months is required for the final approval. For those contracts less than \$5,000, a purchase order will suffice. The guidelines for consultants' contracts change periodically; therefore, a contact with the Vice President of Finance and Administration should be made before making any plans that include the services of a consultant.

When in doubt about any purchasing procedures, the employee should check with the Vice President of Finance and Administration.

**8. Construction**

Any major construction project requires the approval of the Board of Trustees as well as State Building Services. The President and the Vice President of Finance and Administration shall administer progress of the work.

**9. Expendable Supplies**

An inventory of the common supplies required is maintained in the Media Room where faculty and staff members may obtain them. If the desired supplies are not available, it is necessary to initiate a purchase request for the supplies so an order may be processed.

**10. Ordering New Materials**

New materials may be acquired by completing a purchase request and routing it to the Vice President of Finance and Administration or designee for processing.

Occasional purchase of materials may be done locally by the instructor or staff member in emergency situations, but may not be done without a previously approved purchase order number and appropriate signatures on a purchase request. Standard office supplies are generally obtainable only through Arkansas State Purchasing and are not to be purchased locally.

- 11.** The Purchasing Office is not authorized to make purchases for any individual or non-College organization.
- 12.** All expenditures must be within approved budget allocations except for those specifically authorized by the Department of Higher Education.

AUTHENTICATION (Signature):		COPP
_____	01/29/02	
President	(Date)	3.22