3.11 Purchasing

Last Revised: January 2016

Policy Statement: The Piedmont Community College Board of Trustees oversees the purchasing of supplies, equipment, and other materials used in the operation of the College.

Purpose/Definitions: This policy outlines the procedure by which state contracts are to be used, whenever practical, for purchasing supplies, equipment, and other materials. The policy also provides a mechanism for purchasing apart from state contract when necessary.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority for this policy.

Procedure: The Purchasing and Contract Division, State of North Carolina, annually awards contracts to vendors to furnish the needs of all state agencies and state financed activities. These contracts normally cover a 12-month period and include items from paper clips to automobiles. One purpose of the contract procedure is to expedite local purchases by eliminating the need for securing competitive bids on the items covered. These contracts also insure receipt of a reasonably good product at a reasonable price from a financially solvent supplier.

According to North Carolina General Statute § 115D-58.14,

Community colleges may purchase supplies, equipment, and materials from noncertified sources that are available under State term contracts, subject to the following conditions:

1. The purchase price, including the cost of delivery, is less than the cost under the State term contract;
2. The cost of the purchase shall not exceed the bid value benchmark established under G.S. § 143-53.1; and
3. The items are the same or substantially similar in quality, service, and performance as items available under State term contracts.

State Contract Items
Under normal circumstances, all users are expected to purchase those items which are "on contract," even though they may not be the "brand name" a person prefers. Items on State Contract may be ordered directly from the vendor without seeking bids. In the event that an item on State Contract is not suitable for a person's needs, the person may write a complete justification for the planned purchase of an alternate and submit it to the college's purchasing agent. This request will be forwarded to Purchasing and Contract for their approval or denial.

Non-Contract Items
Non-contract items are normally items of equipment with limited statewide usage.

Items costing less than $1,500 and not on State Contract require no bids or quotes. Items costing more than $1,500 but less than $10,000 and not on state contract require that a minimum of three (3) bids be
requested. Oral or written bids are acceptable for items costing $1,500 to $2,500 and may be secured by the requestor as long as supporting documentation is provided with the requisition. All bids for items over $2,500 are to be secured by the Purchasing Officer. Telephone or fax bids may be accepted for items in this category totaling $2,500 to $5,000; anything between $5,000 and $10,000 must have formal written bids. Items that are not on State Contract that exceed $10,000 must be routed to Purchase and Contract for processing.

**Personal Purchases Prohibited from Delivery to the College**

The following types of items are strictly prohibited from delivery to the College and may subject the employee who requests delivery to severe sanctions, up to and including separation from employment:

1. Firearms, components of firearms, or ammunition;
2. Alcoholic beverages, including beer, wine, and distilled spirits;
3. Drugs defined by any of the Federal schedules for controlled substances, whether the addressee has a valid prescription or not.

**Personal Purchases Delivered to the College**

On occasion a College employee may request permission to have a personal purchase delivered to the College according to the following requirements:

1. Prior to placing the order, a written request must be submitted to the Administrative Assistant to the Vice President of Administrative Services stating why the item needs to be delivered to the College.
2. The first line of the delivery address must be the name of the employee requesting the delivery of a personal purchase to the College; the second line must read “c/o Piedmont Community College”.
3. Without exception, the delivery address must be to the College Receiving Department.
4. The employee must notify the College Receiving Department in advance about the delivery.

Students are not allowed to have personal purchases shipped to the College.

**Legal Citation:** N.C.G.S. § 115D-58.14

**History:** Effective January 1988; Revised October 2001; Reviewed September 2010; Revised January 2016