

**Procedure:** The Purchasing Procedures below address purchasing at Rhodes State College by means other than Rhodes State College credit cards. Purchasing with Rhodes State College credit cards is covered in the Credit Card Policy 5.04. The following is required:

- I. Authorized Purchases**
  - a. A purchase of goods, services, leases or rentals is authorized by the College when a purchase order/requisition is approved according to the Purchasing Approval Signature Process. A purchase order/requisition is a legal agreement between the college and a vendor.
- II. Contracts/Agreements**
  - a. Some purchases may require an accompanying contract or agreement. Contracts or agreements must be submitted to the Attorney General's Office by the respective Cabinet member.
  - b. The Attorney General's Office will review and approve the contract or agreement, unless the language of a contract has been previously reviewed and approved.
  - c. Each contract or agreement must have two signatures, the President and the Treasurer.
- III. Unauthorized Purchases**
  - a. No individual may obligate the College if Policies and Procedures are not followed or she/he may be held personally liable.
    - i. The determination of liability for any unauthorized purchase will be made in consultation with the operating department, the President and the VP for Finance & Business/Treasurer.
  - b. No purchase is allowed from a vendor where a College employee or College Board of Trustees member has a significant interest (at least 5% of the company), unless the interest is disclosed and approved by the College Board of Trustees.
- IV. Purchase of Goods or Services for Personal Use**
  - a. The College's resources shall not be used in any manner for the purchase of personal goods or services, even if the intention is to fully reimburse the College for such purchases.
  - b. Any purchases made for personal goods or services shall be the personal responsibility of the person making the purchase.
- V. Competitive Procurement Process / Competitive Bidding**
  - a. All competitive bids will be solicited by the authorized agents in operating departments pursuant to the established procedures.
- VI. Bidding Requirements**
  - a. Bidding guidelines for goods and services will be established by the office of the VP for Finance and Business and/or by its authorized agents.
  - b. Other than the exceptions noted in the section in this procedure entitled *Exception to Bidding Requirements*, competitive bid quotations shall be obtained as follows:  
**Purchase(s) over \$50,000** requires Board of Trustees approval, in accordance with Ohio Revised Code 3313.46. Requisitioning departments must allow sufficient time for all purchases exceeding

\$50,000 to be presented to the Board of Trustees for their prior approval.

- c. A single purchase may not be divided for the purpose of avoiding the bidding requirements and procedures.

#### **VII. Exceptions to Bidding Requirements**

- a. *Purchasing Contracts*: Bidding for many items purchased by the College has already been conducted in a cooperative environment or are exempted in the *Ohio Revised Code*. Contract pricing through the State of Ohio, the Ohio Inter-University Purchasing Council (IUC), General Services Administration (GSA), Educational & Institutional Cooperative (E&I), National Joint Powers Alliance (NJPA), National Inter-Governmental Purchasing Alliance (National IPA), US Communities, Provista, Sourcing Office, and The Ohio State University, Ohio Association of Community Colleges, and other group purchasing organizations that competitively bid procedures and services need not be re-bid.
- b. *Single/Sole Source*: Due to the nature of the item or to the sales structure of the company, only a single or sole source is available to purchase the item. Documentation from the requisitioning department must be submitted to and approved by the Controller to substantiate the choice.
- c. *Certain Professional Services Contracts*: While certain service contracts, including legal, architectural and engineering, are exempt from the bidding process, they may be subject to selection guidelines as determined by the state or other laws.
- d. *Emergency Purchases*: Emergency situations where safety, severe damage to College equipment or property, or situations in which the College's ability to continue operations is significantly at risk, bidding procedures will be suspended with the approval of a member of the Cabinet. SEE SECTION XV FOR OPTIONS FOR MAKING A PURCHASE DURING AN EMERGENCY.

#### **VIII. Requisitions**

- a. Purchasing is primarily conducted via Purchase Requisition and/or a Purchase Order. This method of purchasing should always be utilized whenever possible due to the efficiency in processing, the protection it affords the College by the terms and conditions that are part of the Purchase Order, and the completeness and timeliness of the activity being recorded.

#### **IX. Process for Making a Purchase Out-Of-Pocket and Being Reimbursed**

- a. Complete a Purchase Requisition and obtain proper approval from Budget Manager, prior to making purchase. Note that tax, by law, cannot be reimbursed.
  - i. Make purchase using personal funds or personal credit card.

#### **X. Process for Making a Purchase Requisition**

- a. A requisition to the Accounts Payable office shall be initiated by an operating department for the purchase of all equipment, material, supplies, and services.
- b. Signature approval(s) is required on all requisitions. A signature approval structure is attached as *Purchasing Approval Signature Process (see Appendix A)*.

#### **XI. Controlled Substances and Hazardous Materials**

- a. State and Federal laws govern the purchase, control and use of controlled substances and hazardous materials. Guidelines for such purchases are established by the Safety Data Sheets (SDS) guidelines and Hazardous

Materials requirements.

**XII. Cancellation or Modification of Orders**

- a. Requests to cancel or modify purchase orders/requisitions should be communicated in writing to the Accounts Payable office.

**XIII. Blanket Purchase Orders**

- a. Blanket purchase orders (BPO) are open-ended orders set up for a specified time period with an established dollar limit. Blanket POs are recommended for low cost, low volume purchases from a single vendor.
- b. Blanket POs expire at the end of the fiscal year (June 30). Total expenditures on a blanket PO may not exceed the PO amount. All bidding procedures are applicable to such purchases.

**XIV. Emergency Purchases**

- a. In an emergency, due to natural disaster or other catastrophe, when the Accounts Payable Office is inaccessible and/or enterprise resource software is inoperable, emergency purchasing procedures will apply. See Section VIII for bid waiver instructions and Sections IX and X for purchasing method options.
- b. Depending on the severity and location of the emergency, or if Information Systems operations are offline including servers, and phones, one or more purchasing processes could be followed. If requisitions, purchase orders and checks can't be used to pay suppliers, the options for buying goods and services include College credit card, ACH and employee reimbursement.
- c. Questions regarding emergency purchases should be addressed to the Controller's office to ascertain the best option and to avoid any personal liability.

**XV. Contact**

- a. For additional clarification, information or assistance in applying Policy and Procedures contact the Accounts Payable office.

**Related Policies or Procedures:**

Purchasing Policy 5.02

**History:**


	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	05/18/2021	Original issue date
<b>Revised:</b>	02/09/2022	Addition of Appendix A

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*

## PURCHASING APPROVAL SIGNATURE PROCESS

Rhodes State College

Revised January 10, 2020

	Chairs & Those Who Report to Budget Managers	Budget Managers who Report to Cabinet Member	Cabinet Member (Area)	VPFB (Facilities)	President	Board	Controlling Board	Grants
0.01 - 500.00	X							
500.01 - 1,000.00	X	X						
1,000.01 - 5,000.00	X	X	X					
5,000.01 - 15,000.00	X	X	X	X				
15,000.01 - 25,000.00	X	X	X	X	X			
Facilities/Operational < 25,000.00				X				
Facilities/Operational > 25,000.00				X	X			
> 25,000.00				X	X	X		
Capital				X	X	X	X	
Grants	Preapproval by Grant Accountant in additional to other approvals per requisition amount							X

- (1) All approvals are required **PRIOR** to purchase
- (2) Travel over \$500 must go to the cabinet member
- (3) Purchases using grant funds must be preapproved by assigned grant accountant
- (4) All purchases of furniture must be approved by the VP for Finance & Business
- (5) Employees cannot approve their own reimbursements - must go through their supervisors, regardless of the amount