



NO. 3004 PURCHASING POLICY

1.0 INTRODUCTION & SCOPE

The Oklahoma City Community College (OCCC) Purchasing Department procures needed materials, equipment and services on a timely and economical basis within accepted standards of quality in the best interests of OCCC. This document establishes the policy to facilitate OCCC procurement through the Purchasing Department applicable to all OCCC departments.

OCCC is exempt from the provisions of the Oklahoma Central Purchasing Act, 74 O.S. § 85.3a, except as may be otherwise provided by law. OCCC's Purchasing Policy complies with the applicable requirements of the Oklahoma State Regents for Higher Education (OSRHE) as contained in the Policies and Procedures Manual, § 4.12.

Scope: This policy applies to all OCCC purchases, except for the following:

- 1.1 Purchases made with federal grant funding. See Policies 3036, 3037, and 3038.
- 1.2 Public construction contracts subject to the Public Competitive Bidding Act of 1974.
- 1.3 Travel. See Policy 3003.

2.0 PURCHASING OBJECTIVES

- 2.1 The prime objective of the Purchasing Department is to procure all necessary supplies, materials, equipment, and services required by the various departments of OCCC from reliable sources, within the required delivery time and at the desired value to OCCC. All decisions concerning the management of the College assets will be based solely on the best interest of OCCC.
- 2.2 The Purchasing Department's other objectives are to:
 - 2.2.1 Ensure the supply cycle is accomplished in the most efficient manner.
 - 2.2.2 Make the most cost effective use of public funds.
 - 2.2.3 Establish consistent purchasing practices and procedures.
 - 2.2.4 Assist in establishing requirements for items and develop standard specifications.
 - 2.2.5 Avoid waste, duplication, and obsolescence of materials.
 - 2.2.6 Promote and conserve good vendor relations.
 - 2.2.7 Conserve time for other departments by relieving them of time-consuming negotiations.
 - 2.2.8 Explore new and better sources of supply, processes and ideas which will better serve the needs of all OCCC departments.
 - 2.2.9 Encourage maximum competition on the basis of fair and equal opportunities to qualified businesses interested in selling to Oklahoma City Community College.
 - 2.2.10 Establish, enforce and update, as required, the purchasing procedures for the benefit of all departments.

3.0 INITIATING A PURCHASE

- 3.1 A requisition and purchase order must be issued prior to any purchase commitment or OCCC signing a contract. The Purchasing Department is responsible for issuing all purchase orders and for making all purchases for OCCC.
- 3.2 To initiate a purchase, a requestor must complete a requisition in Colleague. The requisition is the beginning of all institutional purchases of goods and services. The requisition should be completed by the requisitioner and approved by the appropriate person or persons.
- 3.3 The procedures for requisition completion are provided on the OCCC Purchasing website at www.occc.edu/purchasing.
- 3.4 A contract shall not be signed by OCCC prior to completion of the Requisition and Purchase Order.
- 3.5 In the case of an internet purchase, the item should not be processed or ordered online until a properly completed Requisition and Purchase Order are processed.
- 3.6 Executed contracts or purchase commitments shall not be provided to vendors until after a proper Requisition and Purchase Order have been completed.
- 3.7 Requisition Cost vs. Actual Cost: If the actual amount as determined by the Purchasing Department exceeds the requisition by \$100 or 10%, whichever is greater, written approval by the authorized requesting department head is required.
- 3.8 A requisition must be approved by the authorized department head.
- 3.9 Reimbursements to Employees
 - 3.9.1 The requisitioning department must prepare a requisition before making any expenditure to be paid for by employee reimbursement so that funds may be encumbered and the expenditure approved before any commitment is made.
- 3.10 Printing Services
 - Requisitions for services of an outside printer must be approved by the Executive Director of Marketing and Public Relations.
- 3.11 Computers, Computer Equipment and Software
 - Requisitions for computer and computer related equipment exceeding \$500.00 must be approved by the Vice President for Information and Instructional Technology Services in addition to the requisitioning department head.
 - Requisitions for software must be approved by the Vice President for Information and Instructional Technology Services in addition to the department head.

4.0 OCCC PURCHASING THRESHOLDS

The following purchasing processes and award standards shall be used based on the applicable acquisition amount. The Purchasing Department shall assist departments in choosing the appropriate processes and award standards:

one business entity, or to one brand name. If a sole source purchase is necessary, a Sole Source Affidavit must be submitted with the requisition in lieu of competitive bids. The sole source affidavit must include an explanation of why the purchase is being sole sourced and what efforts have been made to solicit bids for the services or products to be purchased. The Sole Source Affidavit is located on the employee home page under electronic forms.

4.2.8 Training

4.2.9 Resale items purchased for the Bookstore, Cafeteria, TekSpot, or other OCCC-operated entities.

4.2.10 Utilities

4.3 Split purchasing for the purpose of evading the competitive bidding requirement is prohibited.

5.0 ADDITIONAL PURCHASING REQUIREMENTS

5.1 The Purchasing Department may increase purchase orders up to ten (10) percent of the purchase price. Increases in purchase orders for purpose of evading the competitive bidding requirements are prohibited.

5.2 Purchases that provide a trade-in value or discount to reduce the cost of a single item shall not be a considering factor in the total purchase cost to avoid adherence to competitive bidding requirements.

5.3 Purchases for specific student meals or ticketed events purchased require documentation indicating the relevant purpose of the expense and a roster signed by all individuals eating the meal and/or attending the event and be submitted to Purchasing upon entry of requisition. Meals and/or ticketed events for faculty/staff business or college related meetings will require a written agenda documenting the relevant purpose of the business and/or college activity to be submitted to Purchasing upon entry of requisition.

5.4 Emergency Purchases:

5.4.1 An emergency purchase is defined as a purchase in a circumstance in which an unforeseen condition is believed to place human life or safety in imminent danger or threaten significant property interests with imminent destruction.

5.4.2 The department head must prepare and submit to the Purchasing Department a written explanation specifying the facts and circumstances of the emergency purchase.

5.4.3 Emergency purchases not exceeding \$25,000.00 must be approved by the President's Cabinet member for the area affected and the Chief Financial Officer.

5.4.4 Emergency purchases exceeding \$25,000.00 must be approved by the President.

5.5 Product Recalls/Hazards:

5.5.1 To ensure proper actions are taken and documentation is maintained, the department receiving a manufacturer's recall or hazard notice must send a copy of the letter to the Purchasing Department. The Purchasing department maintains documentation as to:

- 5.5.1.1 Department notified.
- 5.5.1.2 Actions taken, if any.
- 5.5.1.3 Lot numbers returned to company, if any.
- 5.5.1.4 Notifications to appropriate personnel.
- 5.6 Blanket Orders:
 - 5.6.1 The Purchasing Department uses two types of blanket purchase orders.
 - 5.6.2 PO/blanket order –This type of blanket order is issued with local vendors (Walmart, Crest, Hobby Lobby, Lowes, etc.) to ensure a source for small miscellaneous items pick up by the requestor that are needed. These items along with the signed original receipt are to be taken to the Receiving area to be received into the system.
 - 5.6.3 BPO/ blanket order-This type of blanket order is used primarily for contract services, professional services, memberships, subscriptions, reimbursements, etc. These generally do not go through the Receiving department.
 - 5.6.4 Blanket purchase orders are not allowed for purchases through online retail vendors (Amazon, Staples, etc.) and is required that a requisition be entered per individual order placed.
- 5.7 Contract Approvals
 - 5.7.1 Bids and proposals are analyzed by College staff to determine the best vendor. All contracts for products and services must be approved by the President’s Cabinet member of the department requiring product and/or service.
- 5.8 Vendors:
 - 5.8.1 Departments must notify the Purchasing Department prior to scheduling meetings with sales representatives. Emergency purchases, membership and subscription services, professional services, training services, resale items in the Bookstore and utilities are exempt from notifying the Purchasing Department of scheduled vendor meetings.
 - 5.8.2 Vendors wishing to be added to the Oklahoma City Community College vendor list should contact the Purchasing department. The vendor must complete a vendor registration form and provide a signed W9.
 - 5.8.3 The Purchasing Department may remove any vendor from the list of vendors, at its own discretion or based on a complaint from a department, based on facts supporting one or more of the following:
 - 5.8.4 Unethical behavior
 - 5.8.5 Poor quality of provided products and/or service
 - 5.8.6 Exorbitant pricing
 - 5.8.7 Serious and/or repeated delivery problems
 - 5.8.8 Failure to stand behind the provided product and/or service
 - 5.8.9 Serious or repeated violations of safety, health, environmental or security procedures
 - 5.8.10 Repeated failure to follow the proper purchasing, delivery, billing and substitution policies
 - 5.8.11 Vendors working at the College are required to have on file an executed Contract for Services and a certificate of liability insurance in at least the

amount of \$1,000,000.00 bodily injury and property damage for any and all liability, costs, damage or expense arising out of terms of the agreement or caused by its operations at Oklahoma City Community College, and its agents or employees. Vendors must also carry workers' compensation insurance as prescribed by the laws of the State of Oklahoma. Vendors claiming exemption must provide the Affidavit of Exempt Status under the Workers' Compensation Act form. The certificate of liability insurance and documentation of workers' compensation insurance coverage must be provided to Purchasing Department before any work is performed.

5.9 Contract Negotiations:

5.9.1 All bid negotiations and correspondence with vendors relating to specifications, procurement, price, terms, delivery, changes, cancellation, etc., shall originate from the Purchasing Department. When technical detail makes it necessary for the requisitioner to communicate directly with the vendor, copies of all correspondence must be forwarded to the Purchasing Department. Changes or revisions will be written as an addendum to the existing or awarded contract.

5.9.2 Due to confidentiality and attorney client privilege, professional services contracts for legal services are exempt from this requirement.

5.10 Purchases Exceeding \$25,000.00:

5.10.1 Any E&G, Auxiliary expenditure exceeding \$25,000.00 must be approved by the Department or Division Director and the Vice President of Budgetary Unit. A Budget Verification form must be completed and submitted to the Purchasing Department for any expenditure exceeding \$25,000.00 that was approved when the Board of Regents approved the budget. Expenditures exceeding \$50,000.00 and not itemized in the budget approved by the Director or Division Director and Vice President of Budgetary Unit when the Board of Regents approved the budget must receive the written approval of the President.

<https://portal.occc.edu/employees/forms/finance/Forms/AllItems.aspx>

5.10.2 If an expenditure exceeds the amount available in the E&G or Auxiliary budget, the department must work with their President's Cabinet member and the Chief Financial Officer to request a transfer from contingency funds. All contingency fund transfers must be approved by the President.

5.11 Contracts

Contracts and service agreements requiring a purchase order must be submitted to the Purchasing Department for review prior to entering into the agreement. A copy of the contract is maintained in the Purchasing Department.

5.12 Capital Equipment

Capital equipment is any item of equipment that singularly costs \$500.00 or greater. The Shipping/Receiving Department tags all capital equipment for inventory purposes as required by law. If a department receives untagged capital equipment, it shall notify Shipping/Receiving.

6.0 PURCHASE CARD PROGRAM

6.1 Program Description

The Purchase Card (“P-Card”) Program is designed to facilitate the acquisition of certain designated goods required for the operation of OCCC business. The Chief Financial Officer shall have final approval of employees (“Cardholders”) to whom a P-Card shall be assigned.

6.2 Terms of Use

- 6.2.1 Obtaining a P-Card – The employee must complete a P-Card application signed by the requesting cardholder and supervisor and forwarded for final approval by the Director of Purchasing and Chief Financial Officer.
- 6.2.2 Only the Cardholder whose name appears on the P-Card may conduct transactions using the P-Card. The Cardholder shall not allow any other person to use the P-Card.
- 6.2.3 The P-Card shall not be used as a tool to circumvent existing policy or state regulations.
- 6.2.4 The Cardholder is responsible for and accountable to OCCC for all charges made with the P-Card.
- 6.2.5 The P-Card may be used for official OCCC purchase of designated goods only. The P-Card shall not be used for any service, personal purchases or cash withdrawal.
- 6.2.6 Single transaction limits should not exceed limits in OCCC policy. The Director of Purchasing will establish the P-Card monthly single transaction expenditure limit.
- 6.2.8 Entry and approval of a requisition and purchase order processed by Purchasing is required for all P-Card transactions.
- 6.2.9 Cardholders are required to print a monthly P-Card Transaction Statement by accessing credit card company transaction system. The monthly transaction statement and detailed receipts for the current applied charges must be reviewed and signed by the cardholder. The monthly statement must be approved and signed by the cardholder’s immediate supervisor. The monthly statement, detailed receipts and any additional documentation regarding the transactions should be scanned and emailed or sent through campus mail to the Director of Purchasing for final reconciliation by the due date requested by the Purchasing department at the beginning of each month.
- 6.2.10 Termination/Cancellation, Transfer/FTE Change, Lost/Stolen P-Card
- 6.2.11 A cardholder must surrender all cards associated with the P-Card program upon termination of employment (i.e. retirement or voluntary/involuntary termination). Upon termination, no further use of the card is authorized. The Director of Purchasing will close the account with the credit card company and will indicate cancellation date on the cardholder P-Card application upon receipt of surrendered P-Card.
- 6.2.12 A cardholder must surrender all cards associated with the P-Card program upon transfer to another OCCC department or a change in FTE. Once transfer or FTE change becomes applicable, no further use of the card is authorized. The cardholder will be required to complete a new P-Card application for purchases for the department transferred, if applicable.
- 6.2.13 A cardholder must immediately notify the credit card company and the

Director of Purchasing if a card is lost or stolen. The P-Card account will be immediately closed and a new account and P-Card will be issued to the cardholder.

- 6.2.14 Violations of P-Card Program or Terms of Use
- 6.2.15 Unauthorized use of a P-Card for purchases not authorized by this procedure or by a person not authorized by the Chief Financial Officer may result in disciplinary action up to and including termination of employment.
- 6.2.16 Deliberate unauthorized use of a P-Card will result in disciplinary action and legal action and may result in criminal charges.
- 6.2.17 The Director of Purchasing will review all monthly statements and receipts of all cardholder monthly transactions. The cardholder will be immediately notified of any statement discrepancies or missing documentation and will be required to provide to the Director of Purchasing immediately upon request.
- 6.2.18 Splitting Transactions – Splitting transactions to avoid P-Card restrictions is not allowed and will result in card suspension or revocation. Split purchases are multiple transactions within a short period of time that are made to circumvent the cardholder’s P-Card limit.
- 6.2.19 Recurrent issues with cardholder P-Card transactions, monthly statements, etc. may result in the temporary suspension of P-Card and required attendance in P-Card refresher training with the Director of Purchasing. Continued P-Card issues may result in the cardholder being barred from the P-Card program.
- 6.2.20 Cardholders will be provided by email communication an annual refresher of the P-Card procedures at the beginning of each fiscal year (July 1). Individual cardholder training will be scheduled at the discretion of the Director of Purchasing on an as needed basis.

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Revised: 11-20-06
Revised: 2-10-20

APPENDIX A

PURCHASING DEPARTMENT PROCEDURES

1.0 PURCHASING DEPARTMENT PROCEDURES

- 1.1 To avoid delays in the Purchasing Department processing requisitions and purchase orders, departments should pay careful attention to the following:
 - 1.1.1 Accuracy: Information concerning the requested purchase or service should include sufficient specifications to enable the Purchasing Department to effectively communicate with potential vendors. The requestor should provide the item number, quantity, unit, and description of the object to be purchased. The description of the object should include enough information to communicate exactly what is required. This includes clear and precise descriptions with Manufacture's name, model numbers, measurements, colors, etc. If a price is known, enter the price in the appropriate location in the requisition. The requested delivery date should give appropriate lead time to allow for the most efficient purchase.
 - 1.1.2 The accounting information, fund, department (and, if used, the program code), and object number must be provided and entered by the requestor.
 - 1.1.3 Suggested Vendors: Department employees who know vendors who may handle the requested product or "like products," should list the vendor name, telephone number, contact name and email address in the comment field in the requisition of vendors that sell the requested products or "like products" in the comment field in the requisition. The vendor name, address, etc. may be filled in by the requisitioner. If unknown, the Purchasing Department will locate a source for the requested products.
 - 1.1.4 Vendor Information: If the vendor is not in the College's vendor file, the Purchasing Department must have the vendor's completed and signed W-9 Form and OCCC Vendor Registration Form.
 - 1.1.5 New Vendors are screened for suspension or debarment before awards are made to the new vendor.
- 1.2 Merchandise Returns/Repairs

The procedure for returning, obtaining repairs and/or shipping merchandise other than computer equipment and printers is as follows:

 - 1.2.1 The department is required to provide Purchasing Department with a list of all returns in writing with a detailed description including the purchase order number, item number and reason for return.
 - 1.2.2 Purchasing will contact the vendor to obtain a Return Merchandise Authorization (RMA) number and schedule the pickup of the item being returned.
 - 1.2.3 The Purchasing Department will issue a Merchandise Return Order (MRO) number to the using department and notify the department of any charges incurred or pertinent information in regards to the return.
 - 1.2.4 The using department completes an MRO form and forwards the completed paperwork to Shipping/Receiving. Receiving uses the MRO as a work order and picks up the item to be returned or repaired.
 - 1.2.5 The using department must coordinate with Tech Support for the return,

repair and/or shipping of computer equipment and printers.

Effective: 2-10-20