

NON-CONFORMING PURCHASES – RATIFICATION REQUEST

When an individual obligates the College by ordering or receiving goods or services **under the small purchase limit of \$10,000.00** without using his/her PCard or without submitting a purchase requisition to the Office of Procurement prior to the transaction, **it is a non-conforming purchase**. Purchases under \$2,500.00 have been delegated to PCard holders as long as they are made with a PCard. The PCard has pre-set limitations regarding disallowed commodities as well as dollar thresholds programmatically aiding in preventing the purchase of non-allowable commodities. It is the PCard user’s responsibility to verify that a vendor accepts a purchasing card **prior** to making a purchase.

In accordance with the SC Consolidated Procurement Code and Regulations, it is prohibited for a procurement officer to ratify a purchase made by a person without the requisite authority to do so. Only the Chief Procurement Officer, the head of a purchasing agency, or a designee of either officer has the authority to ratify such acts. For the Director of Procurement to consider this request, **the authorized fund administrator must complete items 1 – 4, the purchaser’s supervisor must sign item 5 before forwarding to the Office of Procurement**. If the authorized fund administrator made the non-conforming purchase, then **his/her supervisor** must complete the request. It is important that all items are completed with adequate explanations as they contain the information required for corrective action. If you need additional information or wish to discuss this matter, please contact the Procurement Officer issuing this document. We are available at your convenience to clarify procedures or to provide training as necessary.

To: **Wendy Williams, Director of Procurement** Date: _____
 From: _____
(Signature of Fund Administrator) (Printed Name of Fund Administrator) (6-Digit Index #) (6-Digit Account #)

A non-conforming purchase of (Purchased Goods/Services Description)
 was made on (Date) _____, from (Vendor) _____ in the amount of \$ _____
 by (Purchaser’s name) _____ . Requisition / EA / Invoice _____ is attached.

1. PCard was not used and purchase order was not obtained prior to purchase because: _____
2. I certify the price charged is fair and reasonable. (If not, explain overcharge of \$ _____)
3. The Purchaser **should** **should not** be required to pay unreasonable difference. (If not, why not?) _____
4. Procedures I have implemented to prevent recurrence within my area of responsibility are: _____
5. Purchaser’s Supervisor: _____ Printed Name: _____
(Signature)

From: **Wendy Williams, Director of Procurement** To: **Procurement Officer**

I have reviewed the facts and circumstances detailed above and **concur** **do not concur** with the above. I ratify this non-conforming purchase, authorizing issuance of a confirming purchase order and approve the vendor’s invoice for payment subject to the following conditions:

- Purchaser is to reimburse the College \$ _____ for unreasonable costs related to this purchase. Ensure receipt is obtained from Treasurer’s Office.
- Prepare Letter of Caution to Purchaser for my signature.
- Prepare Letter of Reprimand to Purchaser for my signature.
- No further conditions imposed.

Signature: _____ Date: _____

cc: Fund Manager / Purchaser / Appropriate Executive Vice President