

## Procurement Services and Supply Manual



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## Procurement Services and Supply Manual

### Introduction

This manual contains information and direction for all College of Charleston faculty, administrators, and staff directly or indirectly involved in any aspect of acquiring goods and services. Also, this manual will provide direction to those individuals responsible for accounting and disposing of goods and equipment.

While every effort has been made to include information on most procurement situations, these procurement procedures are not all-inclusive. If you are unable to find instructions for your specific situation, please call or visit the Office of Procurement.

Procurement also publishes [Procurement and Supply Services: A Quick Guide](#), which is intended as an orientation for all College personnel. The Quick Guide is an overview and not intended to be used in place of the procurement procedures.

### Administering Purchases/Contracts

#### To Change a Purchase Order

Generally, the Procurement Office must issue a "Change Order" document to materially change a purchase order that has been issued and requires alteration. Any change in price, quantity, quality or delivery to most purchase orders must be made by Procurement. The Change Order is the method used by Procurement to make Purchase Order changes. All requests for changes to purchase orders must be reviewed by the Procurement Office regardless of change amount. To request a Change Order send the appropriate information by completing the PO Change Request Form in eProcure. The PO Change Order Form is added to a shopping cart and routed electronically via eProcure workflow to obtain required approval authority based on the new purchase order amount.

#### Cancellations

The requesting department must notify Procurement if they are notified of a cancellation to a Purchase Order by submitting a PO Change Request Form in eProcure. Cancellations must be fully coordinated with the vendor to ensure that canceled items are not subsequently received. Some cancellations could result in a penalty and a charge to the department.

#### Increase/Decrease

If your department is advised that a per item price change for one or more items will increase or decrease the dollar amount committed, a change to the purchase order is required and Procurement must be notified by submitting a PO Change Request Form in eProcure. Blanket Purchase Agreements/Orders may be increased/decreased in the same manner when the requesting department determines it is necessary.

#### Description

Whenever a description, model number, color, size, etc., needs to be changed notify Procurement the correct description.

#### Other Changes

If you are authorized to pick-up or receive material or supplies and you or the vendor substitutes or in some other manner changes what the Purchase Order states, you must contact your Procurement

Officer. If in any case a vendor offers a change and you accept, without authority from the Procurement Office, your actions may result in an "unauthorized procurement" situation.

### Contract Administration

Contract administration is the management of various facets of contracts to assure that the contract provisions, according to the contractual commitments and obligations to the College, are fulfilled. Contract administration is performed for all purchases regardless of the dollar value. For that reason, the contract administrator will normally be the Procurement Officer who originated the Purchase Order. To assist the Contract Administrator, one designated person from the requesting department will normally be assigned as a Contracting Officer's Technical Representative (COTR). For purchases above \$25,000 this person will be designated in writing. For purchases under \$25,000 it will normally be the requestor identified on the requisition. There are three important and necessary steps in contract administration: (1) monitoring contractor performance, (2) documenting findings of the monitoring process, and (3) if necessary, seeking corrective action. See more detailed [Guidelines for Administration of a contract](#).

### Vendor Delivery Performance

All deliveries must be made to points specified in the Invitation to Bid and on the Purchase Order. A vendor who fails to make deliveries within the times specified in the contract, or who delivers material that does not conform with samples or specifications and which is not promptly replaced, or who delivers goods or materials which are repeatedly rejected, could be declared in default. A vendor could also be in default if he mislabels or misrepresents material which he is asked to deliver. In the event of default by a vendor, the College will take such action against the bidder as is allowed by law. (See Receiving at the College)

### Assistance to Minority Vendors

Minority Business: The College of Charleston is committed to the fair and equal treatment of all persons interested in doing business with this institution. Additionally, the Procurement Office is interested in identifying South Carolina minority vendors for participation on the procurement process at the College. A minority vendor, as defined by Article 21, Subarticle 1, Item 2, Subsection A; "At least fifty-one percent owned by one or more citizens of the United States, who are determined to be socially or economically disadvantaged." It further defines socially and economically disadvantaged individuals as "those individuals who have been subject to racial or ethnic prejudice or cultural bias because of their identification as members of a certain group, without regard to their individual qualities." Such groups include but are not limited to Black Americans, Hispanic Americans, Native Americans (including American Indians, Eskimos, Aleuts, and Native Hawaiians), Asian Pacific Americans, white females and other minorities to be designated by the board or designated agency." If you are doing business with a vendor that you think may qualify as a minority, please indicate this on the purchase requisition, so that we may assist them in obtaining minority certification from the Governor's Office for Small and Minority Business Assistance. Any assistance that departments or program activities can provide in identifying these vendors will be greatly appreciated.

Minority Business Utilization Plan: Each year the College files a Minority Business Utilization Plan with the Governor's Office of Small and Minority Business Assistance to direct, record and report minority utilization. Each quarter we must report our progress. Our plan addresses the following six areas:



1. Advertising for prospective bidders
2. Inviting 25% MBE bidders to bid
3. Establishing percentage and dollar goals for competitive awards based on controllable dollars
4. Dividing larger contracts into smaller MBE areas
5. Designation of bids for MBE competition only and
6. Contract clause notifying South Carolina Tax credit for MBE utilization.

Links to minority vendor lists: [SC Certified Minority Vendors](#) and [Local State Certified Minority Vendors](#).

Contact the Office of Procurement to inquire if there are minority vendors available offering the goods or services you need or for a list of non-certified MBE vendors.

## Ethical Principles for South Carolina

### State Government Service

Serving the public as an employee of South Carolina state government requires an appreciation for and dedication to the basic principles of integrity, honesty, respect for others, fairness, and accountability. These principles are fundamental in providing good government and advancing the public interest and are central to and implicit in any personal, professional, or agency code of ethical conduct.

Because protecting the public trust and strengthening public confidence in government requires the highest standards of personal and professional conduct, state employees have an obligation to apply these ethical principles in their individual job duties and responsibilities.

### Integrity

State employees should adhere to a personal code of conduct which supports the moral values necessary for good government and advances the purpose and mission of the State, their profession, and their agency.

### Honesty

State employees should be truthful and sincere in all their interactions with the public and with each other. They should avoid even the appearance of wrongdoing and should confront and challenge unethical behavior.

### Respect for Others

State employees should discharge their duties with care, compassion, and concern for the well-being of all those they serve. They should recognize the inherent worth and dignity of all persons regardless of race, color, sex, age, religion, national origin, handicapping conditions, social or economic status.

### Fairness

State employees should make decisions in a fair, objective, and impartial manner.

### Accountability

State employees should take responsibility for their own actions and personal decisions and protect the public trust by upholding the constitutions and laws of the United States of America and the State of South Carolina.

## College of Charleston Procurement Code of Conduct

This Procurement Code of Conduct is for the College of Charleston's internal use only and creates no obligations enforceable by contractors, proposers, bidders, or other party doing business or seeking to do business with the college. Nothing contained herein is intended to convey or vest any legal right in a party to enforce a term or condition of this procurement code of conduct or to seek any remedy for a violation of any such term or condition.

### 1.0 Purpose

The purpose of this Procurement Code of Conduct is to set forth standards of conduct for procurement officers, purchasing agents and employees of the College of Charleston ("College") participating in the procurement system in order to avoid actual or apparent conflicts of interest between their public procurement-related duties and their private **Economic Interests**. It is the policy of the College that the procurement officers within the Procurement Department and all employees of the College that have procurement authority maintain the highest ethical standard consistent with professional public procurement responsibilities and best practices and that each maintain a zero tolerance for unethical behavior. In this manner the College intends to promote the public interest and strengthen the faith and confidence of the people of South Carolina in the integrity of their government.

### 2.0 Relationship With Laws And Other College Policies

This Procurement Code of Conduct is in addition to, and does not intend to limit or change the application of, *the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991* (Code of Laws of South Carolina, Title 8, Chapter 13, including but not limited to, *the South Carolina Rules of Conduct*, S.C. Code Ann. § 8-13-700), and relevant regulations promulgated pursuant thereto (collectively "State Ethics Laws"), and the College of Charleston *Ethics Policy, Code of Conduct and Disciplinary Actions*, and all other College policies of specific application to a particular situation or circumstance.

### 3.0 Application

This Procurement Code of Conduct applies to all employees assigned to the Office of Procurement and Supply and to all other employees of the College to the extent that they may participate in the College's procurement process including, but not limited to, defining procurement requirements by way of specification or otherwise, recommending sources to be solicited, specifying mandatory qualification criteria for responsibility or responsiveness determinations, negotiating terms and conditions, awarding a contract, or engaging in source selection decisions or recommendations ("Procurement Personnel").

### 4.0 Standards of Conduct

- a. Not solicit or accept money, loans, credits, discounts, or other **Things of Value** for oneself or another **Person** in return for exercising or not exercising **Official Responsibilities** in a particular way or taking, or refraining from taking, a particular action in the employee's **Official Capacity**.
- b. Avoid the acceptance of **Gifts** from present or potential suppliers.
- c. Promote positive supplier relationships by providing an environment in which all business concerns, large and small, and regardless of the ethnicity or gender of the principal owners, are given an equitable opportunity to receive College contracts.
- d. Conduct all purchasing activities in accordance with the South Carolina Consolidated Procurement Code, and all other applicable laws, rules and regulations as may govern a specific

procurement, while remaining alert to, and advising management regarding, the contractual ramifications of purchasing decisions.

- e. Display the highest ideals of honor and integrity in all business relationships in order to merit respect and inspire confidence in the integrity and efficiency of the College. Avoid actual or apparent unethical or compromising practices in relationships, business transactions and communications with all **Persons** involved in a procurement transaction.
- f. When performing **Official Responsibilities**, diligently follow all lawful instructions while using professional judgment, and reasonable care.
- g. Not exceed the limits of a delegated procurement authority.
- h. Refrain from taking any action, or failing to take any action, that would create an actual or apparent conflict between personal **Economic Interests** and the interests of the College.
- i. Not disclose **Confidential Information** for any untoward or improper purpose including, but not limited to, affording any **Person** an unfair competitive advantage.
- j. Constantly strive for the highest standards of ethical behavior; trust, respect, fairness, integrity and credibility.

### Guidance and Advice

Guidance on the interpretation of this Procurement Code of Conduct may be obtained from either the Director of Procurement and Supply or the Senior Vice President of Legal Affairs. Advisory opinions as to the application of State Ethics Laws to a particular situation may be obtained from South Carolina State Ethics Commission.

### Glossary

(see S.C. Ann. § 8-13-100)

The following terms shall have the meanings ascribed to each:

- 1a. **"Anything of value" or "thing of value"** means:
  - i. a pecuniary item, including money, a bank bill, or a bank note;
  - ii. a promissory note, bill of exchange, an order, a draft, warrant, check, or bond given for the payment of money;
  - iii. a contract, agreement, promise, or other obligation for an advance, a conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge, or transfer of money;
  - iv. a stock, bond, note, or other investment interest in an entity;
  - v. a receipt given for the payment of money or other property;
  - vi. a chose-in-action;
  - vii. a gift, tangible good, chattel, or an interest in a gift, tangible good, or chattel;
  - viii. a loan or forgiveness of indebtedness;
  - ix. a work of art, an antique, or a collectible;
  - x. an automobile or other means of personal transportation;
  - xi. real property or an interest in real property, including title to realty, a fee simple or partial interest in realty including present, future, contingent, or vested interests in realty, a leasehold interest, or other beneficial interest in realty;
  - xii. an honorarium or compensation for services;

- xiii. a promise or offer of employment;
  - xiv. any other item that is of pecuniary or compensatory worth to a person.
- b. **"Anything of value" or "thing of value"** does not mean:
- i. printed informational or promotional material, not to exceed ten dollars in monetary value;
  - ii. items of nominal value, not to exceed ten dollars, containing or displaying promotional material;
  - iii. a personalized plaque or trophy with a value that does not exceed one hundred fifty dollars;
  - iv. educational material of a nominal value directly related to the public official's, public member's, or public employee's official responsibilities;
  - v. an honorary degree bestowed upon a public official, public member, or public employee by a public or private university or college;
  - vi. promotional or marketing items offered to the general public on the same terms and conditions without regard to status as a public official or public employee; or
  - vii. a campaign contribution properly received and reported under law.
2. **"Business"** means a corporation, partnership, proprietorship, firm, an enterprise, a franchise, an association, organization, or a self-employed individual.
3. **"Confidential information"** means information, whether transmitted orally or in writing, which is obtained by reason of the public position or office held and is of such nature that it is not, at the time of transmission, a matter of public record or public knowledge.
- 4a. **"Economic interest"** means an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a public official, public member, or public employee may gain an economic benefit of fifty dollars or more.
- b. This definition does not prohibit a public official, public member, or public employee from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the public official, public member, or public employee is incidental to the public official's, public member's, or public employee's position or which accrues to the public official, public member, or public employee as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.
5. **"Gift"** means anything of value, including entertainment, food, beverage, travel, and lodging given or paid to a public official, public member, or public employee to the extent that consideration of equal or greater value is not received. A gift includes a rebate or discount on the price of anything of value unless it is made in the ordinary course of business without regard to that person's status. A gift does not include campaign contributions accepted pursuant to law.
6. **"Official responsibility"** means the direct administrative or operating authority, whether intermediate or final and whether exercisable personally or through subordinates, to approve, disapprove, or otherwise direct government action.
7. **"Person"** means an individual, a proprietorship, firm, partnership, joint venture, joint stock company, syndicate, business trust, an estate, a company, committee, an association, a

corporation, club, labor organization, or any other organization or group of persons acting in concert.

8. **"Public employee"** means a person employed by the State, a county, a municipality, or a political subdivision thereof.
9. **"Official capacity"** means activities which:
  - a. arise because of the position held by the public official, public member, or public employee;
  - b. involve matters which fall within the official responsibility of the agency, the public official, the public member, or the public employee; and
  - c. are services the agency would normally provide and for which the public official, public member, or public employee would be subject to expense reimbursement by the agency with which the public official, public member, or public employee is associated.

## Funding

### Exempted Products, Services, and Funds (Purchase Method Determinations)

Certain products and services are exempted from the Procurement Code by the Budget and Control Board. These items are listed in Appendix 4. Exemption from the Procurement Code does not in all cases mean exemption from control by the Procurement Office nor exemption from good business practices. The level of competition and approvals required will be determined by the Director of Procurement [according to 11-35-710 and 19.445.2010 of the Procurement Code](#). Consequently, regardless of potential exempted status, all Requisitions/Requests will be submitted to the Procurement Office for a purchase method determination unless that determination has already been made, in writing. A determination, for general application, must be published in the Procurement and Supply Services Manual. Specific, Limited Purchase Method Determinations may be issued by the Director of Procurement in letter form to the individual with a copy to the Controller.

### Wholly Derived Funds

Each request for purchase under Procurement Code section 11-35-710(6) "Wholly derived funds", must refer to the certification of the Controller that the funds cited are, in fact, wholly derived according to the definition in the Code and therefore exempt. (See Exempted Funds for additional guidance.) According to the Code, these funds can not be used to purchase construction, architect-engineer services, construction management, or land surveying services.

### Encumbrances

All purchase requisitions entered electronically into eProcure are encumbered when the approval process has been completed.

Year End Procurement Planning Deadlines: Most operating and equipment funds expire at fiscal year end. Funds not expended by year-end are recaptured by the State Treasurer, but commitments made are honored out of the next year's funds. The procurement process (plan-compete-contract-receive-certify receipt-acceptance) must be complete prior to June 30th of the fiscal year. Deadline means the date the authorized request with all necessary approvals and specifications must be received in the Procurement Office. Your Procurement Officer will be able to advise you if your specific purchase can be accomplished. Please review the schedule and help us assist you in not losing funding for needed supplies or equipment.

Purchases that must be made using a Request for Proposal generally take longer and extra time should be allowed.

Note: On occasion the State Fiscal Accountability Authority has frozen the expenditure of appropriated funds, as has the President of the College, and in those instances these deadlines will not apply.

## Glossary of Common Terminology

### Banner

Automated financial system in use by the College.

### Central Receiving

The Central Warehouse work center under the Officer of Procurement which is responsible for the receipt and shipment of most materials entering or leaving the College.

### Central Stores

The Central Warehouse work center belonging to the Office of Procurement which stocks frequently used commodities for issue to other departments. Intended as a "quick" procurement method. Co-located with Central Receiving.

### Certification Level

The value of procurement up to which the College's Procurement office may issue a solicitation and/or purchase order. Currently established at \$250,000 for supplies, services, consultants; \$100,000 for Information Technology purchases; \$50,000 for construction services; \$50,000 for construction change orders; and \$15,000 for A/E amendments.

### Change Order

A written alteration/change in the provisions of a contract accomplished by mutual agreement of both parties.

### Construction

The process of building, altering, repairing, remodeling, improving or demolishing any public structure or building or other public improvements of any kind to any public real property. It does not include routine maintenance, repair or operation of existing structures, buildings or real property.

### Contract

All types of agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction.

### Contract Administration

The act of ensuring compliance with all terms and conditions of a contract by all parties through successful completion of the contract or, if necessary, termination.

### COTR (Contracting Officer's Technical Representative)

A representative normally from the requesting department who assists the Procurement Officer in administering the contract.

### Contractor

Any person having a contract with a governmental organization.

### EA (Expenditure Authorization)

Method and form used to make a non-purchase order payment or order material/services which are exempt from the Procurement Code.

### eProcure

Automated requisitioning and procurement system in use by the College.

### IDT (Interdepartmental Request)

The form used for one department to request services/supplies from another department.

### IFB (Invitation for Bids)

A written or published solicitation issued by an authorized Procurement Officer for bids to contract for procurement or disposal of supplies, services or construction that will normally result in award of a contract to the responsible bidder making the lowest responsive bid.

### IT (Information Technology)

Data processing, telecommunications and office systems technologies and services.

### ITMO (Information Technology Management Office)

Located in Columbia, this is the State division responsible for all IT procurement in the State.

### MBE (Minority Business Enterprise)

A vendor which is at least fifty-one percent owned by one or more citizens of the US who are determined to be socially or economically disadvantaged.

### MMO (Materials Management Office)

State division located in Columbia which is responsible for all procurement for State agencies. This division makes procurements which are valued greater than the certification level of the College.

### Non-Conforming Purchase

An agreement or contract entered into by an individual who may have delegated authority to make a purchase within the dollar value but does not employ the required method, i.e. issuance of a purchase order prior to the acquisition, or use of Pcard to make that procurement.

### OSE (Office of State Engineer)

Located in Columbia with a representative in Charleston, this office is responsible for construction procurement above the College's certification level.

### Procurement

Buying, purchasing, renting, leasing or otherwise acquiring any supplies, equipment, services or construction.

### Procurement Officer

Any person duly authorized by the government to enter into and administer contracts.

### Property Management

The function of maintaining College/State property inventory listings and ensuring that accountability is maintained through regular inventories.

### Purchase Request/Requisition

Also known as Requisition (RQ). The process used to initiate all purchase transactions. Completed through eProcure.

### QPL (Qualified Products List)

A listing of pre-qualified supplies/equipment which are known to meet the needs of the College.

### RFP (Request for Proposals)

A written or published solicitation issued by an authorized procurement officer for proposals to provide supplies or services which ordinarily result in an award of the contract to the responsible bidder making the proposal determined to be most advantageous to the government. Not necessarily awarded to the low bidder.

### RFQ (Request for Quotations)

A written request for prices for services or supplies anticipated to be under the sealed bid dollar threshold of \$50,000. May not include all clauses integral to larger contracts.

### Services

Furnishing of labor, time or effort by a contractor.

### SCBO (South Carolina Business Opportunities)

A daily publication which lists most Invitation for Bids and Requests for Proposals issued by State agencies.

### Specifications

That which identifies what service or good the College seeks to obtain. Should identify minimum requirements.

### Supplies

All personal property including but not limited to equipment, materials, printing, insurance and leases of real property.

### Surplus

Property which is determined to be in excess to the needs of the department and/or College.

### Unauthorized Procurement

An agreement or contract entered into by an individual not authorized to make procurements on behalf of the College and is in violation of the S.C. Consolidated Procurement Code.

### Vendor

Commercial organization in the business of providing goods and/or services.



## New Laws Affecting Procurement

**Conservation:** The State of South Carolina is, as is the nation, currently involved in passing a number of new laws to protect and conserve our environment. These laws, oftentimes, affect procurement and how certain purchases are to be made at the agency level. Procurement will notify user departments by means of updates to the Procurement and Supply Manual as we are made aware of the changes. Examples of bills that created change: Energy Management Bill and the Waste Management Bill.

**Drug Free Workplace Act:** The College, as required by Title 44, Code of Laws of South Carolina, Chapter 107, requires that all contractors (goods, services, or construction) and grants of \$50,000 or more, including Sole Source and Emergency procurement certifies to us, the using agency, that they will provide a drug-free workplace in accordance with 44-107-30 and 44-107-40. This certification has been made part of the State's Invitation to Bid package.

## Non-Conforming Purchases Ratification

When an individual, without benefit of the P-Card and without submitting a purchase requisition to the Procurement office prior to making a purchase, commits the College to an obligation by ordering or receiving goods or services under the small purchase limit of \$10,000, it is a non-conforming purchase. Purchases under \$2,500 have been delegated to P-Card holders as long as they are made with a purchasing card. The purchasing card 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 P-Card user's responsibility to verify that a vendor accepts a purchasing card prior to making a purchase. Purchases between \$2500 - \$10,000 require a requisition be submitted prior to the purchase.

## Organization

Procurement Organization: Office of Procurement, a division of Business Affairs, is made up of two branches - Procurement and Fleet and Supply, organized to best serve the College community in the selection, acquisition and utilization of material or services necessary to its operation in an organized manner and in a manner that provides for accountability of College expenditures.

The Procurement function is divided into six functional areas: Administrative, Academic, Information Technology, Physical Plant and Operations, Central Stores, and Student Organizations. Fleet and Supply is divided into three functional areas: Central Stores, Central Receiving, and Warehouse and Property Management.

## Other Purchasing Services

### Cost Estimation

The Procurement Office is a good source for campus departments to draw information for cost estimates and budget estimates, however, the budget estimating activity can not be allowed to interfere with normal procurement operations. Cost estimates by Procurement will only be sought in a manner that would not lead commercial vendors to believe we were unethically price shopping bids.

## Requests for Catalogs and Literature

The Procurement Department maintains catalog files and, upon request, will make available or secure catalogs and literature necessary for department reference to satisfy College requirements. It is permissible for departments to solicit such material independently providing the communication is restricted to a request for material only and does not involve any commitment on the part of the College.

## Procurement Authority

All procurement actions by the College of Charleston, regardless of the funding source, are subject to control by the South Carolina Consolidated Procurement Code and the State Fiscal Accountability Authority. The President has delegated the authority to make all purchases and to enter into all procurement related contracts to the Director of Procurement and the Procurement staff, except for the following specific exclusions and responsible parties listed below:

- Copyrighted Print and Non-Print Library Materials (Dean of Libraries)
- Travel, under Travel Authorization (Controller)
- Bookstore and Campus Shop Resale items (Bookstore Manager)
- Classified and Unclassified Employee Costs (Director of Personnel)
- Construction/Permanent Improvement Projects (Director of Physical Plant)
- Acquisition/Disposal of Land and/or Buildings (Director of Facilities Planning)
- Architectural and Engineering Services related to a Permanent Improvement Project (Director of Facilities Planning)
- Real Property Leases through State Real Property Management (Director of Facilities Planning)

## Authority to Contract

The President, Executive Vice President for Business Affairs, Director of Procurement and designated Procurement Officers are the only persons authorized to bind the College by contract. A properly executed purchase order constitutes a contract that is binding on the College and the supplier. The purchase order is the contractual method the College uses to purchase supplies, services, and equipment unless specifically exempted.

## Procurement Law

The [South Carolina Consolidated Procurement Code](#) governs the expenditure of all funds regardless of source unless specifically exempted. As an agency of the State of South Carolina the College of Charleston is required to adhere to and abide by the Procurement Code and its implementing regulations. Copies of the code and regulations are maintained in the office of each Procurement Officer. Where a procurement involves the expenditure of federal assistance or contract funds, the College is required to comply with the federal law and authorized regulations that are applicable even if not presently reflected in the South Carolina Consolidated Procurement Code.

## Certification

The State Fiscal Accountability Authority has certified the College of Charleston to make direct purchases of up to \$250,000 for goods and services, and consultant services; \$100,000 for Information Technology equipment and services. Certification also covers direct purchases of up to \$50,000 for

construction services, \$50,000 for construction change orders, and, \$15,000 for A&E amendments. Purchases, or changes, above these amounts are made by the Division of General Services through the Materials Management Office, the Information Technology Management Office, of the State Engineer's Office in Columbia, SC. The Procurement Director, Assistant Procurement Director and all Procurement Officers have procurement authority equal to the College's certification.

## Property Management

### Responsibility

The Code of Laws of South Carolina states in part: "The head of each institution which employs more than one hundred permanent employees, shall be responsible for all personal property under his supervision...". Although the Executive Vice President for Business Affairs is responsible for accounting for all College property, the day to day property management responsibility has been delegated to the Director of Procurement and Supply Services, Fleet and Supply Manager, and Property Inventory Specialist. The location, custody and maintenance of all College property is the responsibility of the department for whom the property has been procured or to whom it has been assigned. The purpose of the property control program is to establish responsibility for property, provide for better utilization of property, facilitate the physical inventory of property, establish insurance requirements, and comply with State policy. The College uses an automated Property Inventory System to process property management activity. Each master item record contains; property tag number, department index number, item description, building and room location, purchase order and amount, date acquired, serial number, property code, and last inventory date. Each department will have one individual as the "Departmental Custodian." The Property Inventory Specialist will maintain a current listing of all departmental custodians.

### Pilferable Property Listing

The following are those items considered to be pilferable property (items costing less than \$1,500) which requires close scrutiny and additional security. Departmental custodians should take all reasonable precautions to protect these items: Laptop computers, iPads or other tablets and notebooks, televisions, video cassette recorders (VCR's), Digital Video Disc (DVD) players, digital voice recorders, cameras/lens, motorized lawn maintenance equipment, laboratory scales and balances, microscopes, hand-held radios (walkie-talkies), opaque projectors, slide projectors, overhead projectors, motion picture projectors, cordless telephones, cell phones, power tools, hand tools, and disk drives (external).

### Definition of State Property

College property is State property regardless of acquisition method. Property that is purchased with State funds is State property as well as property purchased by the College with non-State funds. Property donated or given as a gift to the College becomes College/State property as soon as it is accepted by the College. There is no dollar value used to determine if the property is College or State property. There is a dollar value used to determine whether the property is placed on property records or capitalized. "Property" as used in this procedure includes material or equipment classified as personal property, such as furniture, laboratory equipment, information technology equipment and similar items with a cost in excess of \$1,500 and a useful life of five years or more. College/State property cannot be given away, thrown away, sold or converted for personal use. College/State property, regardless of acquisition cost, can only be disposed of through South Carolina Surplus Property Procedures.

## Use of College Property

State owned equipment is intended to be used primarily at the designated work place on the College campus, however, certain circumstances will occasionally warrant the use of this equipment at other sites. Such circumstances will most often relate to using equipment in an activity directly related to one's job duties (professor, administrator, activity director, chairman, etc.). The Senior Vice Presidents and Deans are the approval authority for off campus use of equipment and of personal computers. A copy of the approved use memorandum will be filed with the department's property records citing the property's location and temporary custodian and a copy sent to the College Property Inventory Specialist to update inventory records. The personal use of College property, even when approved as an exception to general policy, should be for very limited time periods. The College does not support the acquisition of equipment for at home use. In those cases where the equipment is being used for approved professional purposes, and proper approval has been obtained in advance, the College assumes responsibility if the equipment is lost, stolen, or damaged through no fault or negligence of the user. In those cases where the equipment is being used solely for approved personal purposes even if the user has obtained the approval of the appropriate approval authority, the individual assumes personal and financial responsibility for the equipment.

## Control and Identification

Basic control and identification of a College property item is usually accomplished through a serially numbered tag affixed to the property item. Some items will not have tags affixed because of the type of item; if possible, the number is etched or painted on these items. The Property Inventory Specialist is responsible for ensuring that all property items are tagged, when possible. A decal or other permanent marking is affixed directly to the piece of movable property and is used to identify the property throughout its lifetime. The decal should not be removed or the marking obliterated. The Property Inventory Specialist is responsible for affixing an appropriate metal tag, decal, or other marking as soon as possible after the item is acquired.

## Property Gifts

Department heads/chairs anticipating receipt of gifts of property, regardless of value, shall complete a Donated/Loaned Property Report. As much information as possible should be included in the Donated Property Report, e.g., quantity, description of property. Any letter, deed of gift or transfer should be attached to the receipt. Donated property with an estimated fair market value of \$1,500 or more will be assigned a property number and capitalized on the Property Inventory System. Non State owned property loaned to the College will only be included in the Property Inventory system, if the Accountant for the College of Charleston Foundation, determines its loss will create a concomitant debt for the College. Should this occur a property number will be assigned and the property capitalized at \$1.00. If insurance is required the Donated/Loaned Property Report should be routed through the Director of Auxiliary Services. The Property Inventory Specialist will affix a property decal to the property, when appropriate. (Specific IRS forms may also be required to document donated property in some instances).

## Inventory Control Procedures

### Accounting of College Property

Purpose These procedures are issued to provide guidelines and procedures regarding stewardship required for property assets at the College of Charleston, to assure that College equipment is used only for educational, research, or public service purposes of the College and in accordance with the

requirements of the Code of Laws of South Carolina, Section 10-1-140 and other applicable laws and regulations governing state property and to provide Inventory Control documentation which authorizes the removal of property from the owning department's inventory.

#### Policy on Use and Movement of College Property

Section 10-1-140 of The Code of Laws of South Carolina makes the President of the College accountable for the supervision, control, and inventory of all state-owned property in the custody of the College of Charleston and requires such property, except for expendables, be inventoried annually. Accountability for security to prevent misuse or loss of College plant property as well as the responsibility for the location, custody, and maintenance of such property, and communicating changes to Inventory Control has been delegated to the Deans, Department Heads and Directors of the area for whom it was procured or to whom it has been assigned regardless of funding source.

Responsibility for performing annual inventory of plant property and maintaining inventory records is delegated to the Director of Procurement, Supply Manager, and the Inventory Control Officers. The detailed inventory records for the College are maintained within the Procurement and Supply Department. As new items are acquired, they will be tagged either at Central Receiving or by the receiving department dependent upon circumstances.

Plant property, for the purpose of inventory control, is defined as furniture, furnishings and equipment which have a value of \$1500 or greater and a useful life of one year or more. All items meeting these criteria will be tagged and inventoried. Specific exceptions to the tagging policies may be made if Inventory Control determines that tagging an item is not practical.

Expendable property, which is any item which is consumed or becomes unidentifiable with use, is categorized as supplies. Property which is not expendable, but does not meet the criteria to be inventoried delineated in the preceding paragraph, is also categorized as supplies. Additionally, an item which becomes part of a building or facility, regardless of acquisition value, will not be classified as plant property. All employees have the responsibility for the prudent use, care and safeguarding of College property. The fact that a piece of property is valued at less than \$1500 and is not recorded on the property records does not alter this responsibility.

#### Custodianship duties and responsibilities

Department heads are delegated the responsibility of maintaining proper accountability and control of the property within their jurisdiction. Fulfillment of these responsibilities on behalf of the Department head may be delegated but the ultimate responsibility remains with the Department head. Specific responsibilities regarding College property are as follows:

- Know the location of all equipment in their inventory and assure that such equipment is reasonably secure from possible theft and other hazards. Report any changes in location to Inventory Control. This is critical for proper stewardship and essential for insurance management purposes.
- Assure that assigned equipment is being used in the best interest of the College.
- Provide assistance as needed to Inventory Control personnel who are taking inventory or placing identification tags on equipment.

- Review, verify and respond to an annual inventory report of the status of departmental inventory provided by Inventory Control and complete all required actions prompted by the findings of the annual inventory within fifteen (15) working days of receipt. Those actions include, but are not limited to, identifying any equipment not currently on inventory list, preparing a written request to Public Safety to investigate missing property, and preparing written documentation attesting to the disposition of any property due to loss, transfer, cannibalization, etc. In the event a response from the Department Head is not received regarding property that cannot be located within the allowed time, Inventory Control will report that property as missing with Public Safety for formal investigation.
- Discourage theft and loss of College property by fixing responsibility.
- Department Heads must assure that their faculty, staff and students are informed that property acquired for a specific individual's use remains College-owned property after the individual's position is terminated.
- When accountability is changed, Inventory Control should be notified in writing, using the [Change in Accountability Form](#), within ten (10) days of the appointment. Notification should include the name and telephone number of the appointee.

#### Inventory Control Duties and Responsibilities

Inventory Control receives a weekly Accounts Payable Asset Extraction report that lists all goods and equipment purchased for \$1500 or more. Inventory Control personnel review each purchase order to verify and approve items requiring tags, and assigns a tag number. During this review Inventory Control personnel also determines which item(s) valued at \$5000 or more should be capitalized. If plant property valued at \$1500 or more is acquired through means other than purchase and delivered directly to a department, it is the Department Head's responsibility to notify Inventory Control of the acquisition.

Inventory Control personnel or designated department representative will physically affix property tags within ten (10) working days of determination of requirement or notification.

Inventory Control personnel will perform an annual physical inventory in each department and will submit a weekly status report to the Director of Procurement. Inventory Control personnel must physically verify the location and tag number on all plant property listed on the plant property inventory list.

After completion of the physical inventory, Inventory Control personnel will report the findings to the Department Head for review and action if required. The Department Head has fifteen (15) working days to respond if necessary. Inventory Control will report all missing property to Public Safety for investigation if not previously reported by the department.

Upon receipt of Change in Accountability Form, Inventory Control personnel will forward a copy to Auxiliary Services for insurance updating.

#### Procedures for Reporting Movement of College Equipment

College property should only be used for official purposes. Generally, no one is permitted to remove from the College premises any property belonging to the College, even though it has been purchased

with grant funds or may seem to be of no value, unless it is removed under established guidelines as noted below.

#### Temporary Removal of Property from College Premises

College property may be temporarily removed from the College premises without written permission from the appropriate Department Head, Dean or Director when it is integral to a person's role for which they have been hired or aids them in accomplishing their primary mission (e.g. teaching in the field, performing research off campus, attending meetings off-site). When there is a unique or special task or circumstance, outside of a person's regular duties, and it is determined that the temporary removal of property will advance College programs or activities, written permission may be granted by the appropriate Department Head, Dean or Director. Permission should include a description of the equipment, condition, any serial number, and the College Property tag number and should be recorded using a Change in Accountability Form, the original to be forwarded to Inventory Control with a copy kept on file by the department. The person or official representative of the entity to which the property is temporarily assigned must utilize the property for College- related business or activities, and agree to assume responsibility for the property during the time it is removed.

Furthermore, the person or entity to which property is assigned, specifically for a task, or peripherally in their role, may be liable for any losses, damage or destruction, or impairment of function or useful life of the equipment that may result due to negligence or carelessness.

#### Missing Property

If property is discovered missing, an immediate request should be made of Public Safety to have the loss investigated. A Change in Accountability Form shall be sent to the Inventory Control Officer by the administrative department experiencing the loss, as well as a copy of the Public Safety Officer's report. Departments should check with Auxiliary Services/ Insurance to see if there is coverage for their loss. The Inventory Control Officer will file a request to remove the property from the Inventory Control List with copies of the Change in Accountability Form and the report from Public Safety.

#### To Transfer Property

The releasing Department Head, with the approval of the Provost or administrative officer, will complete a Change in Accountability Form, including obtaining the necessary approvals from the receiving Department Head and Provost or administrative officer. Each department will keep a copy and the releasing unit will send the original to the Inventory Officer. If necessary, departments should request assistance from Physical Plant, in moving the equipment.

#### To Relocate Property

The Department Head responsible for the equipment should complete a Change in Accountability Form indicating the new location of the property and send the original to the Property Office and retain a copy for the department file.

#### To Cannibalize Property

Before a department may cannibalize, or dismantle, property for parts, approval of the Department Head is required using a Change in Accountability Form with a description of where the parts will be used. The Change in Accountability Form should be forwarded to Inventory Control and a copy maintained by the Department.



### To Salvage or Surplus Property

Salvage property items are those that are irreparable or whose present value is less than their cost of repair. Surplus property is useable or repairable at a cost less than the present value of the item, but is no longer needed by the department. After properly indicating whether the property is surplus or salvage, the Department Head responsible for the property should fill out a Change in Accountability Form and send it to Inventory Control. The form should indicate when the property can be picked up.

### To Trade or Request Other Changes

The "Other" classification on the Change in Accountability Form may be used to report property traded (reference should be made to the purchase order number on which the trade is indicated) and other unspecified changes in accountability. An example of "other changes" would be returning tagged property to a vendor for replacement. The type of transaction should be indicated and the original should be sent to the Inventory Control Officer. A copy should be kept in the files of the accountable department.

Procedures for Inventory Verification During the year, the Inventory Control Officers must be notified by the department when changes which affect the accuracy of the inventory records occur. These changes must be documented by forwarding a Change in Accountability Form to the Inventory Control Officer as specified above.

College property will be inventoried annually in the following manner

- An updated copy of the departmental inventory listing will be furnished to each department annually by Inventory Control prior to performing a physical inventory.
- The Department Head will verify and sign the certification statement indicating all the items have been physically located or proper paperwork has been initiated to correct any discrepancies.
- The original inventory list, marked up with any changes necessary to building/room location or custodian, must be returned to Procurement, to the attention of the Inventory Control Officer, within fifteen (15) days.
- A copy of the original, signed listing should be retained by the department until the physical inventory is completed by Inventory Control.
- Upon completion of the physical inventory, any items determined to be missing will be reported to the Department Head by Inventory Control.
- The Department Head will have fifteen (15) days to locate the property and arrange for Inventory Control to make a visual confirmation. If the property is not located, and the Department Head has not already filed a missing property report with Public Safety, Inventory Control will report the property missing to Public Safety and will forward a copy of the report to the Department Head responsible for the property.
- Relief of accountability for property lost, missing, or stolen will be approved only after investigation by the Department of Public Safety and with the concurrence of the Provost or Executive Vice President for Business Affairs and the President. Approved Lost, Missing, or Stolen Property Reports will be forwarded to Inventory Control with a copy of Public Safety's report to Inventory Control who will prepare a Change of Accountability Form and send a copy to the Department involved.



- All College property is insured for losses resulting from a catastrophic occurrence such as fire, wind, or water. Any occurrence and loss should be reported to the Director of Auxiliary Services for disposition. Catastrophic loss of inventoried material should also be reported to Inventory Control using the Change in Accountability Form

#### Property Acquired by the College with Grant or Contract Funds

The preceding policies and procedures for property accountability will also apply to property acquired with grant and contract funds from governmental agencies and all other external sources. This includes property acquired through grants and contracts received directly by the College as well as those initially awarded to another entity and subsequently transferred to the College.

Ownership rights to property acquired by the College with grant or contract funds vary by sponsor. In some cases, ownership vests with the College at the time of procurement of the property. In other cases, ownership is retained by the sponsor during the grant/contract period and then vests with the College upon termination of the grant/contract. Less frequently, a sponsor may retain ownership rights indefinitely but may allow the College to continue to maintain and use the property after the grant/contract has ended, sometimes with the restriction that such property be used for the same purpose for which it was acquired. Occasionally, some sponsors may require return of property to the sponsor at termination of the grant/contract.

Unless terms and conditions of the grant award or contract specifically give ownership rights to the individual investigator, the College is required to tag, inventory, and manage property purchased with grant and contract funds in the same manner as property purchased with College funds. The investigator may not permanently remove such property from the campus without approval of the Office of Research & Grants Administration (ORGA), the Procurement Office and, if applicable, the sponsor who holds title to the property. Departments not in compliance with these policies and procedures are subject to personal liability.

If a principal investigator with a current grant or contract leaves the College and transfers the grant or contract to his/her new institution or agency, he/she should contact the ORGA to determine sponsor requirements for property disposition. In many cases, sponsors require transfer of property to the new institution as part of the grant or contract transfer, with the new institution assuming responsibility for shipping charges. If the sponsor normally requires transfer of the property to the investigator's new institution but the property is difficult or costly to move, the new institution does not need the property, and the College has a continuing use for the property, ORGA will negotiate an agreement with the sponsor and the new institution to retain the property and reimburse the sponsor or the new institution for the property at fair market value. If the sponsor does not require transfer of the property to the investigators' new institution, the investigator's Department Head will determine if the department or any other College unit has continuing need for the property. If there is a continuing need, the College will retain the property. If there is no continuing need, the property will be disposed of as surplus in accordance with the South Carolina Procurement Code. Regardless of resolution, it is incumbent upon the responsible Department Head to make the appropriate notifications to the Inventory Control Officer, the Grants Accounting Office, and the Office of Research & Grants Administration.

Property purchased on an expired grant or contract for which ownership has vested with the College in accordance with the terms and conditions of the award may not be transferred to another institution or

agency if the investigator leaves the College. Such property, if no longer needed by the department or any other College unit, shall be disposed of as surplus in accordance with the South Carolina Procurement Code.

When property is transferred as part of a grant or contract transfer to the College from another institution or agency, it is the responsibility of the Department Head to which the property is assigned to ensure the Inventory Control Officer, Grants Accounting Office, and Office of Research & Grants Administration receive a detailed list of the property, including item description (model and serial numbers), value, building and room number, College grant account number, and a copy of the documents which transferred the property to the College. The Inventory Control Officer will then tag the property and add it to the inventory records

## Employee Restitution for Missing Property

### Definition of Employee Responsibility

College employees using College property, whether specifically assigned to them or not, are responsible for that equipment. Employees should be diligent in caring for equipment in their possession and provide reasonable safeguards to secure it. If College property is lost, stolen, misplaced or damaged due to an employee's neglect or carelessness, they may be required to reimburse the College.

### Determining Liability and Reimbursement

In general, the procedures for determining responsibility for liability and reimbursement for missing property are:

Public Safety, after investigating the circumstances surrounding the loss of, or damage to, equipment will determine whether the employee used reasonable care in the security of the equipment or if the employee was negligent. The Executive Vice President for Business Affairs will determine if the employee should be assessed for the damages or loss. Employees have the right to appeal the determination of the Executive Vice President for Business Affairs through the appropriate grievance procedure.

The fair market value of the equipment will be established by a committee composed of the employee, or a representative for the employee, and representatives from the department, the Office of Human Resources, and the Procurement Office.

Reimbursement will be required within a reasonable length of time to be determined by the same committee.

### Security Measures

Promptly report all missing or stolen equipment to Public Safety and Inventory Control. Some suggestions for security include:

- Avoid leaving offices, classrooms or laboratories unlocked when unattended.
- Lock small and valuable equipment in cabinets and drawers when not in use.
- Record manufacturer's serial numbers on department records for sensitive or theft-prone items under the threshold to meet requirements for tagging.
- Secure by bolting, or other means, personal computers and other portable equipment to discourage thefts.

- On a regular basis, convey to all faculty and staff in your area, the importance of being vigilant in the care of College property.

## Sources and Methods of Purchasing

### Which Method?

There are a number of purchase methods authorized for the procurement of goods, services and equipment. You must determine which method fits the type and dollar value of your specific need before you take any purchasing action. In situations where you are not certain which method applies to your specific need - call your Procurement Officer.

### Assistance

All departments are encouraged to contact the Procurement Officer responsible for their functional area before taking any purchase action if they are unsure of how to proceed.

### First Sources of Supply

State and College sources must be evaluated before requesting a purchase order to an outside source. Consideration must be given to surplus property, Central Stores stock, State Term Contract, College Term Contract, and Prison Industries for goods and services, and the Copy Center for copying and printing needs. These transactions are accomplished using the College of Charleston Intra-Departmental Request (IDT) Form. See reference to specific area for more detailed procedures. Office supplies should be purchased in eProcure using the OfficeMax punch-out catalog.

### Purchasing Card

The Purchasing Card is a Visa credit card issued by Bank of America. It is a fast, flexible purchasing tool which offers an alternative to the existing College purchasing processes and provides an extremely efficient and effective method for purchasing and paying for small purchases with a total value of \$2,500 or less (\$1,500 if you have not passed the online Purchasing Card test). The card is to be used only for official College purchases. It may not be used for personal purchases.

The Visa Purchasing Card will enable you to purchase non-restricted commodities, in person or by telephone, fax, internet, or mail directly from vendors. It eliminates the need for issuing low dollar purchase orders, many blanket purchase orders, and reduces the need for Expenditure Authorization Forms.

The Visa Purchasing Card will be issued in the approved employee's name with the College of Charleston's emblem, the wording "For Official Use Only" and the College of Charleston clearly indicated on the card. Complete explanation of the program is included in [Purchasing Card Manual](#).

### Expenditure Authorization

Generally no payments can be made to a vendor without a purchase order. In a few specific cases non-purchase order payments may be initiated for paying certain items exempt from the Procurement Code. This is accomplished through an Expenditure Authorization (EA) Form. The Expenditure Authorization Form is available in electronic format in eProcure and is submitted and approved electronically. Alternately, a paper copy may be obtained from the Controller's Office website. After the paper form is completed and signed by an authorized fund administrator/department head, it should be forwarded to

the Controller's Office. A proper explanation for payment should be noted on the form in the space provided and the invoice or supporting documentation attached. Expenditure Authorizations may not be used in place of the Purchase Order system to contract with outside vendors for goods or services. A list of common exemptions is located on the Expenditure Authorization Form in eProcure. As noted above, sufficient documentation must accompany any Expenditure Authorization to verify it meets the above guidelines. Examples of documentation are: invoices, letters, registration forms, printed advertising, and order forms.

### College of Charleston Requisition

The Purchase Requisition is used to initiate all purchase transactions other than those using Purchasing Card or Expenditure Authorization systems described previously. As part of the College's computerized system, purchase requisitions should be entered through the College's eProcure system. When properly completed in eProcure, the requisition authorizes the Office of Procurement to process the requisition and issue a purchase order.

eProcure user training is scheduled periodically. eProcure manuals and tutorials are also available on our [website](#).

### Supply Management

Supply Management is responsible for equipment, materials and supply logistics after they are acquired. The responsibility includes receiving, storage and distribution, inventory management, and disposal of surplus property. The Central Warehouse operations consist of Central Stores, Academic/Administrative Furniture, Central Receiving, Shipping, and Storage. Property Management is responsible for maintaining an accurate and complete inventory of all College plant property and for the disposition of surplus material.

#### Central Stores

Central Stores maintains a stock of materials used in sufficient quantity by a number of departments or in a large enough quantity by any one department to allow the purchase of the commodity in economic quantities. This is the primary source for departments and activities of the College to acquire frequently used items. Central Stores stock includes the following supplies: janitorial, paper products, printed letter head envelopes, labels, and paper, small hand tools, plumbing, electrical, painting, lamps, filters, lumber. Central Stores also carries electrical fittings, nuts, bolts, screws and anchors for the exclusive use of Physical Plant and Residence Life.

#### Central Stores Catalog

The Central Stores Catalog is a listing of all material carried in Central Stores. See "How to order from Central Stores" section below for instructions on ordering stock. Qualified items (e.g. an item not being provided under an existing prime vendor contract) not currently stocked that are purchased routinely (multiple times per month) may be eligible to be stocked. Complete the [New Item Request Form](#) and submit to Central Stores Warehouse for consideration.

#### How to order from Central Stores

To place an order from Central Stores:

- Search for the item(s) in the Central Stores Catalog in eProcure

- Add the item(s) to your shopping cart
- Take the shopping cart through the checkout process and place the order
- After delivery, create a quantity receipt in eProcure

Orders are usually delivered the next business day, except for bulk paper and bulk custodial orders. Bulk paper is delivered on Wednesdays - please submit your order by Tuesday afternoon. Bulk custodial supply orders are delivered on Fridays - please submit your order by Thursday afternoon. If you have an emergency order, please contact Central Stores directly.

Visit the [Central Stores](#) website for additional information.

### Delivery

Deliveries of Central Stores stock are made to departments daily, with the exception of bulk deliveries.

### Central Warehouse

Central Receiving receives material (with few exceptions) shipped to the College, delivers material to the department, and delivers all Central Stores material. The same staff coordinates all outgoing shipments and maintains a Dead File and Department Storage area.

### Receiving at the College

Normally all material ordered on a Purchase Order is shipped to Central Receiving, however, there are occasions when material may be sent directly to the department or picked up by the department. In either case, with only a few exceptions, Central Receiving must process a receipt in Banner for the vendor to be paid. If the quantity, description and price on the Purchase Order, invoice, and receiving documentation entered match, Banner will automatically produce a check to be issued to the vendor. If one of these pieces is missing the vendor will not be paid. Consequently, receiving of information is an important function of the Procurement process.

Receipt processing involves verifying that the material received matches what was ordered on the purchase order and comparing the purchase order with the packing slip and/or any other shipping documentation that arrives with the material. It is the responsibility of the individual who receives the material to verify that condition, quantity, and description match with the purchase order. When material is received at Central Receiving, Central Warehouse personnel perform this function. If, and when, material is delivered directly to your department or picked up by your department, the end user is responsible for performing this function by certifying receipt in the eProcure system. Receivers should not be completed for goods or services not received even if an invoice has been sent by the vendor. Sometimes the Controller's office will require the end user to sign a copy of the invoice, indicating the goods or services have been received and payment is authorized.

### Central Receipts

When material is received at Central Receiving it is inspected for visible damage. If there is damage it is noted on the Freight Bill and the Procurement Officer notified. Material will normally be received, inspected and delivered to the department within 24 hours. When material is delivered to the department a "proof of delivery" signature and dates are obtained. There is no additional receipt responsibility for departments with central receipts. Central Receiving creates a receipt in Banner that allows the system to pay vendor for material received.

## Department Receipts

Departments should create a receipt for their purchase orders in eProcure as they receive their goods or services. Instructions for entering receipts can be found in the [eProcure Manual](#). Delays in entering receipts result in delayed payment to the vendor and can result in interest penalty charges to your department (under State law). Central Receiving cannot process completion in Banner until the department creates the receipt in eProcure.

## Wrong Material Receipts

If you determine that the material you received is not what you ordered, contact the Procurement Officer who placed the order. The Procurement Officer will contact the company and arrange to have the correct material shipped and the incorrect material returned. If the material is to be shipped back by common carrier, prepare a Request to Central Warehouse. Include the following information; Purchase Order number, description and quantity, where the material is to be picked up, where it is to be shipped or sent, and the value. Return the material and Request to Central Warehouse. If the material is too large or heavy to hand carry send the Request to the Central Warehouse and it will be picked up.

## Damaged or Short Receipts

- It is important that the following instructions be adhered to in order to comply with Interstate Commerce Regulations in making claims against either Common Carriers or Vendors.
- If damage is apparent at the time of delivery, insist that the driver of the delivering carrier note the damage on the freight bill. Send your copy of the freight bill with a memorandum to the Procurement Officer describing the damage and advising if replacement is required.
- Concealed damage (that which is not immediately apparent) must be reported to the delivery carrier within ten 10 days after the date of delivery. Hold the merchandise and all packaging material for the carrier's inspection. The claim may be declined if the carrier does not inspect packing material as well as the damaged article. Send a memorandum to the Procurement Officer describing the damage and location of the material so the carrier's inspector may be notified to make inspection.
- A Shortage occurs when the quantity amount on the freight bill or packing slip is greater than the actual quantity received. If the shortage is noticed at the time of delivery, insist the driver note the shortage on both your copy and his copy of the freight bill. Wait three (3) days for delivery of missing packages. Prepare a partial receipt and forward to Central Receiving. If the package is not delivered in reasonable time, prepare a memorandum to the Procurement Officer describing missing item(s).

## Special Exceptions Receipts

### Hazardous Materials

A Material Safety Data Sheet (MSDS) will normally arrive with any hazardous material. A copy of the MSDS is sent to Fire and Safety in campus mail. If you receive hazardous materials that appears to be leaking or is in damaged packaging, please contact Fire & Safety immediately with as much information as possible, to enable them to effectively respond to your call.

### Live Plants and Animals

Normally live material is sent directly to the department. If by error the material comes through Central Receiving the package is not opened except to obtain the packing slip and the material is sent

immediately to the department. If there is a discrepancy, notify Central Receiving immediately upon discovery.

#### Overshipments and Wrong Material

Every effort is made to obtain the correct material and to return wrong material to the vendor. This involves coordinating with the Procurement Officer, the department, and the vendor. In the case of over shipments, the vendor is contacted and requested that the material be picked up or a call tag issued (return authorization). If wrong material is received the Procurement Officer will make arrangements for the vendor to exchange the material. The material is placed in "frustrated material" status at the Central Warehouse until proper resolution of the problem.

#### Expedited Material

When material is received at Central Receiving via an express carrier (Federal Express, UPS Overnight, etc.) the department will be called if the material can not be delivered within two (2) hours.

#### Department Receipts Shipped to Central Receiving

When material is sent to Central Receiving that should have been sent to the department, Central Receiving will deliver the material to the department with the next scheduled delivery. The department as the scheduled receipt location is still responsible for processing the "receiving" copy of the Purchase Order.

#### Personal Packages

Neither security nor delivery can be provided for personal shipments with State supported resources. Personal packages will be rejected by Central Receiving. Do not have anything of a personal nature shipped to Central Receiving or the Central Warehouse.

#### C.O.D. (Cash on Delivery)

The College has no provisions to accept C.O.D. deliveries and they will be refused. Material that arrives at Central Receiving without a valid College of Charleston Purchase Order number may also be refused.

Other Material sent with Shipment Any catalogs, technical manuals, or warranty documents that are discovered in the receiving process are turned over to the ordering department with the material.

#### Shipping Material

Central Warehouse can ship out packages, return samples, send equipment for repair and exchange material ordered incorrectly. If material or equipment needs to be shipped out prepare an IDT. If there are any charges associated with shipping the material (for example cost of repair, shipping charges, restocking charge, etc.), the shipping label should be created by the department using the OptiFreight Web Portal. Include the following information with your request: pre-printed shipping label, complete shipping address where the material is to be sent; value of the material for insurance purposes, the reason the material is being returned and any correspondence that needs to accompany the material. Forward the material to Central Warehouse with the IDT. The Central Warehouse can pick up the material and assist with packaging the material if necessary. If it is beyond our capability to physically handle the material a request to the Physical Plant may be necessary to have the material delivered to the Central Warehouse loading dock.



## Express Shipping

The College partners with OptiFreight (FedEx) for our outbound shipping needs. Create a shipping label on their portal. United States Postal Service (USPS) Overnight express shipment of packages (under 70 lbs.) and letters can be sent through the College Mail Services. It is the department's responsibility to get the letter or package to the Mailroom with a Requisition/Request(IDT) for shipping charges. Mailing labels and envelopes are available at the Mail Services.

## Storage

### Departmental Storage

Neither the College nor the State is in the long-term storage business. Short-term (3 months or less) storage of material and/or equipment is available on a limited basis. An [IDT Form](#) requesting storage should be sent to the Fleet & Supply Manager. The IDT should list the material to be stored, duration of storage and correct accounting data. If an off-campus storage unit is rented the department will be charged actual costs plus handling.

Central Warehouse personnel will advise if the storage request is approved. The department requesting the storage must arrange transportation of the materials to the warehouse. At the end of three months if the material has not been returned to the department, they have the following options: At the end of three months if the material has not been returned to the department, they have the following options:

1. The material will be returned to the department, or
2. The material will be declared Surplus and offered to other departments.

*Please note that leaving the material and/or equipment in storage beyond the 3 month period is not an option.*

### Dead File Storage

Central Warehouse has set aside a limited storage area for Dead File Storage. State law requires that some records be maintained for 3 to 5 years. If the department has records that need to be stored, prepare a Requisition/Request (IDT) with a description and quantity of boxes that need to be stored and the length of time storage is required. Boxes (stock #61252) and Dead File Storage Labels (stock# 61097) are available from Central Stores. Only Dead File Storage boxes properly labeled, will be accepted. Send the IDT to Central Warehouse and the boxes will be picked up. Your department will be sent a notice requesting disposition when your dead file storage disposal date is pending. When the storage time has expired department's have several options(1) notify Central Warehouse to dispose of the files or; (2) request that the boxes be returned to your department or; (3) Request that the files be archived. Requests for archiving must cite accounting data on the IDT. Extending the storage time is not an option. If no response is received to the request for disposition letter, the files will be returned to the department for disposal.

## Surplus Property

### Definition of Surplus Property

Surplus Property is all State owned supplies and equipment, not in actual use, with remaining useful life and available for disposal. Whenever property is determined to be excess to the needs of the department and/or College, the property must be disposed of through the State Surplus Property



System. However, prior to notifying the State of any excess material it will be made available to other College of Charleston departments at no cost.

If the property cannot be utilized by another department, the property must be reported within 90 days of the surplus declaration date to State Surplus Property. A State screener will view the property and determine what is of value and what is junk. The items of value will be picked up and transferred to State Surplus. The items declared junk will be screened again to determine if they have any residual resale value.

If the property has no value it is discarded according to State Property regulations. The Property Inventory Specialist will remove College of Charleston property tags affixed to the property at the time of disposal. Additionally, Property Inventory maintains files and reports on disposition of all surplus property.

### Acquisition of Surplus Property

Material is available from the College's surplus property at no charge. These transactions can be completed with a Request (IDT) Form. Material obtained from surplus sources must be utilized for at least 90 days. Material is available from State Surplus Property at a minimal cost. Before requests are initiated for the purchase of new property, consideration should be given to obtaining the material from these sources. Contact the Property Inventory Specialist or your Procurement Officer for details.

### Types of Purchases

It should be noted that all purchases are subject to the competition levels outlined below unless specifically exempted.

#### Purchases up to \$10,000

Small purchases not in excess of \$10,000 (excluding sales tax but including freight and handling) may be made without securing competitive quotations if the prices are considered fair and reasonable. By submission of your electronic requisition you are certifying that the price is fair and reasonable. These purchases must be distributed equitably among qualified sources. However, purchases of \$5,000 or more will still require your Executive Vice President's, or his/her delegate's, approval. If the total estimate is close to \$10,000 or if a Procurement Officer feels a better price can be obtained, the order may be informally bid. Final discretionary authority rests with the Procurement Officer. Otherwise, the orders are processed and sent directly to the suggested vendor. Even though bidding may not be required, all other restrictions of the South Carolina Procurement Code apply. Items on State Contract cannot be bypassed. A purchase order must be obtained before placing an order *unless using a Purchasing Card. This small purchase limit does not apply to PCards. The transaction limit on PCards remains \$2,500 (more detailed information regarding PCards may be found in the Purchasing Card Manual).* To process an order, complete a purchase requisition in eProcure listing the vendor, quantity, description and estimated cost. It is automatically routed through the required approval cycle.

#### Purchases from \$10,001 to \$50,000

Written solicitation of written quotes, bids, or proposals shall be made including one from a certified minority vendor, if available. The procurement must be advertised at least once in the South Carolina Business Opportunities publication. Specifications will be required to adequately compete the

solicitation. The award must be made to the lowest responsive, responsible source, or when a request for proposal is used, the highest ranked offeror. Departments should complete the purchase requisition in eProcure listing quantity, description, cost and suggested vendors, attach any backup documentation, and forward to the Procurement Office to secure quotations and prepare award and purchase order.

### Purchases from \$50,001 to \$250,000

This procurement methodology applies to general goods and services and requires advanced planning, advertising, public opening of bids/proposals and analysis before award of the contract. In the case of Information Technology equipment or services, the threshold is \$100,000. Written solicitation of written quotes, bids, or proposals shall be made including at least one from a certified minority vendor, if available. The procurement must be advertised at least once in the South Carolina Business Opportunities publication. Specifications will be required to adequately compete the solicitation. The award must be made to the lowest responsive, responsible source, or when a request for proposal is used, the highest ranked offeror.

Departments should allow a minimum of forty-five (45) days for a purchase order after submitting a requisition and appropriate specifications. Departments requiring goods/services in this category should submit a purchase requisition through eProcure to the Procurement Office listing quantity, description, projected cost, suggested vendors and detailed specifications. Specifications must contain enough detail to identify the items required and indicate required delivery dates.

### Purchases over \$250,000 and IT purchases over \$100,000

Purchases of goods and services over \$250,000 (or \$100,000 for IT equipment and services) must be competitively bid by the State's Material Management Office or Information Technology Management Office. Departments requiring goods/services in this category should submit a requisition listing quantity, description (supported by detailed specifications), projected cost and suggested vendors to the Procurement Office. Departments must allow a minimum of ninety (90) days for these procedures after submitting a requisition.

*Note: Exceptions would be purchases made under existing contracts, sole sources and emergency procurements when justified.*

### The Official State Government Publication

"South Carolina Business Opportunities" is the official State government publication and is published daily by the Division of General Services. The purpose of this publication is to provide a listing of proposed procurement of construction, information technology, supplies, services and other procurement information of interest to the business community. The College Procurement Office is required to advertise all solicitations for goods and services in this publication when the cost is over \$10,000.

### Confirming Purchases

This purchase method is used for those unscheduled, unplanned events for which delay will hamper essential operation of the College, i.e., equipment breakdown. To complete this type of transaction, the Procurement Office (after receipt of requisition) issues a purchase order and places the order with the vendor verbally, providing the purchase order number, before the issuance of the actual written purchase order document. Confirming Purchases are only to be used when it is an absolute necessity.

Procurement Officers may authorize confirming orders up to their respective purchasing limit. To obtain a confirming purchase order, the department head or delegated representative should enter a requisition on the FRS system and contact their respective Procurement Officer. Confirming purchase order numbers can be issued immediately for requisitions entered on FRS and will be issued after receipt of hard copy Request Form for all others. Again, confirming orders are only for previously unknown needs and not to be used as a normal purchase method. If it becomes apparent that a department is overusing this method the department's head/chair will be required to certify the request as being previously unknown and that waiting twenty-four hours for a regular order will hinder the operation and mission of the department.

### Blanket Purchase Agreements (BPA)

A Blanket Purchase Agreement (BPA) is a simplified method of filling repetitive needs for small quantities of goods/services when the vendor does not accept the Purchasing Card. The BPA establishes a "charge account" on a continuing basis and establishes both a total amount and maximum limit per transaction. To establish a BPA, prepare and submit a purchase requisition in eProcure. The quantity will normally be one (1) lot. A Blanket Purchase Agreement must contain the following:

1. A description of the agreement, e.g., blanket purchase agreement to furnish (Goods) miscellaneous hardware when requested by the identified "caller" during a specified period and within a stipulated aggregate amount; cost will be the total expected cost over the life of the BPA, not to exceed a fiscal year.
2. The extent of obligation, a statement that the State is obligated only to the extent of authorized calls actually placed against the BPA. In the special instructions' section of the purchase requisition list the names of individuals authorized to place calls, identified by department and dollar limitation per call for each individual.
3. Delivery tickets, a requirement that all shipments under the agreement shall be accompanied by delivery or sales tickets which contain the following minimum information: (a) name of supplier; (b) blanket purchase agreement number; (c) date of call; (d) call number; (e) itemized list of supplies or services furnished; (f) quantity, unit price and extension of each item, and (g) date of delivery or shipment.
4. Invoicing – a summary invoice, identifying the delivery tickets covered, and supported by receipted copies of the delivery tickets; or an itemized invoice, submitted at least monthly for all deliveries made during a billing period, and for which payment has not been received.

If an item is ordered repeatedly, 4-5 times a year, it should be considered for Central Stores Stock. (Use the New Item Request Form available in your Central Stores Catalog.) Detailed instructions for use and establishment of BPA's are contained in Blanket Purchase Agreements (BPA).

### Blanket Purchase Orders (BPO)

A Blanket Purchase Order (BPO) is a simplified method of acquiring repetitive needs for goods/services that have been competitively bid and have an established term contract. These contracts can be state contracts or contracts awarded by the College. BPO's will be issued for up to one year not to exceed the fiscal year end. Detailed instructions for use are contained in Blanket Purchase Orders (BPO).

### Check With Order Purchase

This type of purchase is used when prepayment to the vendor is required before shipment or receipt of the goods/services. Allow at least 5 days for processing of purchase order and check writing cycle. Departments requiring this type of purchase should submit a requisition in eProcure and attach documentation (order form, price list) to the requisition. When requesting a check with order please indicate this in the Internal Notes section of your requisition. A check with order purchase requires written proof of vendor's price. This proof can be in the form of a priced order form, magazine or newspaper advertisement or a pro-forma invoice.

### State Term Contracts

It is mandatory that the College utilize state term contracts established by the Materials Management Office and the Information Technology Materials Office. A link to these contracts is maintained on the Procurement Office website. Various contract sheets are forwarded to appropriate departments for reference and to others when ordering items available on contract. If goods or services are offered by a vendor not on state contract at a price that is at least ten percent (10%) less than the term contract price, we must first give the vendor holding the term contract the option of meeting the lower price. All decisions to purchase from the vendor offering the lower price must be documented by the procurement officer in sufficient detail to satisfy the requirements of an external audit in accordance with S.C. Consolidated Procurement Code, §11-35-310(35). Items and services available on State Contract are available at State Procurement Information Center.

### Prison Industries Procurements

It is now mandatory for the College to purchase those products made by or produced by convict labor through the South Carolina Department of Corrections. Generally, this shall apply to furniture whose quality level and styles match those of products currently offered through the Prison Industries catalogs. Where quality or styles are requested that are different from those products offered, the College may seek sources on the commercial market

### College Term Contracts

In addition to State Term Contracts the College also bids and administers term contracts. If the College has a term contract in effect for the goods or services that you need, the purchase will be made from the term contract vendor.

### Emergency Purchases

As defined in the South Carolina Consolidated Procurement Code, an emergency purchase involves a condition which creates an immediate threat to public health, welfare or safety; such as may arise by reasons of floods, epidemics, riots, equipment failures, fire loss, or such other reason as may be proclaimed by either the President or Senior Vice President for Business Affairs or the Procurement Manager. The existence of such conditions must create an immediate and serious need for supplies, service or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten: the function of the College, the preservation or protection of property, or the health or safety of any person.

Emergency purchases shall be limited to those supplies, services, or construction items which are determined to be absolutely necessary to meet the emergency. Emergency purchases should normally

be for over \$10,000 as competition for less than this amount is easily obtained for most commodities. Maximum competition commensurate with the emergency situation is required. Where purchases must be made on an emergency basis, the department head/chair should submit a purchase requisition and contact the Director of Procurement and request an emergency purchase. The following information will be required before approval:

- Requisition Number (or Request Form Number)
- Required date
- Name of vendor
- Names of vendors contacted for quotes
- Amount of purchase
- Name of requester
- Description of item or service to be purchased
- Nature of emergency

In cases where the exact amount of the purchase is not known, an estimate must be made. Competition will be solicited to the maximum extent possible. Upon issuance of the emergency purchase order number the vendor will be notified and the goods/services procured. The requisition or Request Form and Justification for Emergency Purchase shall be forwarded to the Procurement Office within one (1) workday. In accordance with S.C. Consolidated Procurement Code Regulation 19-445-2110.F, the President, or his designee above the level of the procurement officer shall make a written determination stating the basis for an emergency procurement and for the selection of the particular contractor contain sufficient factual grounds and reasoning to provide an informed, objective explanation for the decision.

### Sole Source Purchases

Sole source purchases are permissible when goods or services are available only from a single supplier. The following are examples of circumstances which could make necessary a sole source purchase:

- When the compatibility of equipment, accessories, or replacement parts is the paramount consideration.
- Where a specific supplier's item is needed for trial use or testing.
- Where the item is one of a kind.

Departments requesting sole source procurement must submit a purchase requisition and attach a completed Justification for Sole Source Procurement Form. The basis for the sole source determination and the reason no other product or vendor is suitable are required. The Procurement Office cannot adequately answer these questions without your input. The determination as to whether a procurement shall be made as a sole source will be made by the state Chief Procurement Officer, the President of the institution, or his designee above the level of the procurement officer. Any delegation of authority by either the CPO or the President of the institution with respect to sole source determinations shall be submitted in writing describing the basis for such determination to the Materials Management Officer.

All sole source determinations shall contain an explanation as to why no other source is available or will be suitable or acceptable to meet the need. The determination must contain sufficient factual grounds

and reasoning to provide an informed, objective explanation for the decision. The determination must be made prior to contract execution. Competition shall be solicited in cases of reasonable doubt.

### Equipment Purchases

Equipment purchases may have differing requirements before purchase and fall into the following general categories:

**Movable Equipment:** Movable equipment is defined as equipment large enough to be conveniently accounted for in single units. If the acquisition value is five thousand dollars (\$5,000) or greater and the item has a useful life of five years or more, it is considered capital equipment and will be listed on the College's Property Inventory records (see Property Management section). Moveable equipment not meeting the capitalization criteria (e.g. acquisition value less than \$5,000 but at least \$1,500) will also be listed on the College's Property Inventory records in order to maintain visibility and accountability over this pool of pilferable assets. It is, therefore, important the account number used for the purchase reflect who will have physical custody of the equipment. Prepare a purchase requisition following regular purchasing procedures. The purchase or acquisition of high value equipment may require more than thirty (30) days to process, therefore, it is important to anticipate needs.

### Equipment Enhancements

Requests for accessories or enhancements to existing equipment should note the Property tag number if applicable, name and model number of the original equipment. This assists the Procurement Officer in making the purchase and provides information necessary to Property Management to update equipment listings.

### Information Technology (IT) Equipment

Requests for computers, terminals, modems/data phones, word processors, software and related electronic process equipment over \$50,000 must be included and previously approved in the College of Charleston Information Technology Plan. Requests must be approved by the Senior Vice President for Institutional Resources and Executive Administration on the Acquisition of Information Technology Form and/or the State Information Technology Office before purchase. Once approved, the request is forwarded to Procurement and the purchase will be processed in the same manner as other regular purchase actions. Allow sufficient time for the approval process.

### Copy Machines

The State has term contracts for black and white copiers at very attractive rates. The end user is only charged for copies made, no monthly minimums. Numerous manufacturers are represented on the copier contract.

### Grant Specified Academic Equipment

If the equipment you are requesting was specified by name in the budget justification and approval outline of your grant, it may qualify for proprietary or Sole Source procurement. You will need to contact your Procurement Officer for further details.

### Lease/Payment, Installment Purchase and Rental

Acquisition of equipment by any means other than purchase requires the approval of the Executive Vice President for Business Affairs as well as additional State approvals. Most purchases in this category

require prior approval from General Services or the State Treasurer and involve long lead times, therefore, it is important to coordinate with the Procurement Office to plan. Your Procurement Officer will have the most current Installment Purchase Programs Procedures and can assist you.

### Equipment Lease/Rental (South Carolina Standard Equipment Agreement)

The South Carolina Standard Equipment Agreement Form must be used in all cases where rental or lease is involved unless modifications are approved by the State's Director of General Services. The only exceptions are rentals where the value of the equipment is \$10,000 or less and the rental agreement does not exceed 90 days. Your Procurement Officer can assist you with this requirement.

### Trade-in Purchases

Personal property may be used for trade-in credit when purchasing new like items, when the original unit price did not exceed \$5,000. When the original unit purchase price exceeds \$5,000, it shall be referred to the State Property Management Office (SPMO) for disposition. Please allow enough time for Procurement to secure trade-in approval. All requests for trade-in of equipment must contain the Property Tag number and complete description of the item.

### Construction

By definition of the South Carolina Consolidated Procurement Code construction is the process of building, altering or repairing a public structure or building, or making other improvements to any public real property. Construction does not include routine operation, routine repair, or routine maintenance of existing structures, buildings or real property. If construction exceeds \$100,000 it is considered a Permanent Improvement Project. Construction, as well as Permanent Improvement Projects, usually requires the services of an architect or engineer. All construction authority at the College rests with the Director of the Physical Plant.

### Minor Construction

Requests for minor construction (\$5,000 to \$25,000) will be submitted to the Physical Plant for proper coordination, regardless of whether or not they meet the definition of construction, for review prior to any purchase action taking place. If the construction can not be accomplished by the Physical Plant it must be competitively procured according to the Procurement Code and the State Engineer's Office procedures manual.

### Evaluation or Trial Purchases

If you need a sample for evaluation or desire to purchase material on a trial basis, regardless of the cost, (and unless otherwise specifically exempted) you must request and obtain a purchase order prior to ordering from the vendor. If your request is under \$10,000 and you chose to keep the material, it will be purchased on the evaluation/trial purchase order. If your request is over \$10,000 and has no prior competition, nor qualifies as sole source, the material will need to be returned to the vendor at the end of the trial period. If the trial evaluation is favorable and your department desires to purchase the item (s), normal procurement procedures apply. Note on your Requisition/Request the vendor terms of the evaluation, including the period and any shipping costs. Example: Thirty-day free trial. It is the department's responsibility to notify Procurement at the end of the trial/evaluation. If the material or sample is consumed in the test/evaluation, payment must be made, unless the vendor agreed to



provide it at no cost. Evaluation/trial purchases not handled in accordance with this procedure are considered unauthorized purchases.

### Purchases From Other State Agencies

Purchases from other State agencies, except those specifically exempted, must meet the same competitive tests as purchases from outside vendors and require a purchase order in advance unless other arrangements have been made by the Office of Procurement. Exemption from obtaining competition must be requested from the State's Materials Management Officer on an individual basis. The exemption must be requested on a Justification For Contracts Between State Agencies Form,. Departments requesting an exception will be required to assist the Procurement Officer with the information necessary to complete a Justification For Contracts Between State Agencies Form.

### Consultant Service

Consultants perform their services on a fee basis, are contracted for a defined period or specified project and generally produce written reports during and at the end of their services. Competition, a critical element in the procurement process, will be maximized in the solicitation phase of the procurement. Departments requesting consultant services should submit a purchase requisition which contains the following information:

- Definition of need
- Expected results from consultant
- Specific qualifications the consultant must possess
- Period services will be needed
- Selection criteria to be used in judging consultant proposals. (In order of importance.)
- Number, type and frequency of reports required.
- Payment terms

### Educational Related Professional Services

The following procedures do not apply to professional services for Business/Operational or Management evaluation/services; Architect/Engineer services; Land Surveying services; services to be obtained on an employer-employee relationship, as defined in IRS regulations; or services of an individual who is a member of the South Carolina Retirement System. Requests for employer-employee relationships or SC Retirement System members are to be processed through Human Resources. Requests for other procurement actions are to be processed through the Office of Procurement.

Education Related Professional services have been in the past variously identified as consultant, evaluator, speaker, lecturer, performer, guest designer, guest conductor or "honorariums" and have normally been contracted for on a fee basis with travel, lodging and subsistence expenses, where applicable, reimbursed under a Travel Authorization. This type of service is rendered from a platform of unusual experience or expertise in a particular field. Such expertise has usually been gained by education, training, hands-on experience, certification, licensing, publication, public acclaim, election or appointment. Oft times the professional is uniquely qualified to provide the requested services in the context of background, style and/or time that we require. When personal, professional services are to be obtained under an independent contractual relationship, wherein the College relinquishes the right to direct or control the professional in the method of performance or the result of his/her efforts as



defined in IRS regulations, then procurement must be accomplished as directed in the South Carolina Consolidated Procurement Code and ensuing Regulations.

This contractual relationship must be proposed on a Contract For Educational Related Professional Service On a Fee Basis at least 30 days before actual performance. Contracts in which the fee (exclusive of expenses) exceeds \$10,000 may not be officially offered except by the Executive Vice President for Business Affairs. Professionals with fees over \$10,000 who are unique in their applicability to college programs may qualify for "Sole Source" procurement action. The proposed contract, in its approval process must be accompanied by a Justification For Sole Source Form, with full details of the unique qualities of the proposed individual that qualify him or her to best perform the services required. Proposed contracts that do not qualify as "sole source" will require competitive bidding. The department's contract representative will be responsible to see that the contract is complied with and that the fee is paid expeditiously. The department's contract representative is also responsible for submitting any travel-related documents for approval and payment. Complete instructions are contained with the Contract for Educational Related Professional Services on a Fee Basis.

### Repair Service

Most equipment repair under maintenance contract has been set up to allow Departments to directly contact the servicing vendor. All others are handled as follows: Requests for repair services, under normal or non-critical circumstances, will be processed as a regular purchase. Whenever equipment is in need of immediate repair or the repair service is critical to department operations and regular procedures cannot be followed, the department should follow the confirming purchase procedures. Departments having repetitive requirements should consider a maintenance agreement or blanket purchase agreement/order. Remember to include with your request equipment Property tag number if requesting repair of capital equipment. (See Shipping Material for instructions on returning equipment for repair.)

### Legal Services

Requests for legal services will be reviewed and approved, in advance, by the Executive Vice President for Business Affairs and the College's Legal Affairs Office. Prior approval of the State Attorney General's office is required by the Procurement Office before issuance of a purchase order.

### Architect and Engineering Services

Requests for these professional services are governed by the State Engineer's Manual for Planning and Execution of State Permanent Improvement Projects. Section 11-35-2910 of S.C. Law defines architect-engineer and land surveying services a professional services associated with the practice of architecture, professional engineering, land surveying, landscape architecture and interior design pertaining to construction, as defined by the laws of this state, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, investigations, surveys, evaluations, environmental studies, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operating and maintenance manuals and other related services. Contact your Procurement Officer for additional instructions and Professional Services Selection Approved Request - Small Contracts Form (SE230).

## Auditing Services

Requests for accounting/audit services will be reviewed and approved, in advance, by the Executive Vice President for Business Affairs and the Internal Auditor. Procurement of certified public accountants and public accountants to perform financial and/or compliance audits are exempt from competition but are subject to approval by the State Auditor's Office. The Procurement Office will issue a purchase order for these services after approval by the State Auditor's Office. Actuarial audits and other accounting services will be procured under the terms of competition set forth in South Carolina Consolidated Procurement Code.

## Printing and Copying Services

The College maintains a central copy center, Bell Building, 5th Floor (953-5524) which can accommodate most small and large quantity copying and printing needs. All copying requests are to be sent to the Copy Center. If they are unable to accomplish the work, they will release you to send your request to Procurement. Printing needs outside of the capability of these areas should be referred to Procurement for purchase and will be solicited according to the State Printing Manual and State Printing Standards using the printing specification sheet or forms specifications. Departments requiring printing services shall attach the appropriate specifications to the Requisition. Required printing specification forms may be obtained from the Office of Procurement.

## Art Objects

Before the College can purchase art objects such as paintings, antiques, sculptures or similar objects above \$1,000, the President is required to provide written determination specifying the need for such objects and the benefits to the State. Such written determination must be provided to the South Carolina Arts Commission for approval before acquisition. Departments/activities desiring to purchase art objects should forward to the Procurement Office their Requisition/Request with an attachment, in memorandum form, specifying the need for such objects and the benefits to the State. The Procurement Office will prepare the request for approval for the President's signature and forward to the South Carolina Arts Commission for approval.

## Artist Services

The South Carolina Arts Commission maintains lists of approved artists including painters, sculptors, poets, playwrights, theater groups, craftsmen, etc. which are available to governmental bodies. The services of these artists are exempt from the Procurement Code if approved by the Arts Commission. You may either contact the Arts Commission directly for information or you may forward your request to the Office of Procurement to verify that the exemption can be applied to your requirement.

## Academic and Administrative (A/A) Furniture

Academic furniture is purchased by the College to provide comfortable and acceptable office and classroom furnishings for students, staff and faculty. New State approved, full time, permanent positions and classrooms qualify for A/A furniture. Individuals hired and funded through Grants are considered temporary and not entitled to A/A furniture. A/A furniture is budgeted and funded each year based on number of new employees and classrooms expected. Planning for new positions can not be over emphasized. The procurement lead-time for most of this material is 3 months. An office set up consists of: 1-executive desk, 1-executive chair, 1-computer table, 1-four drawer file cabinet, 1-book case and 2-side chairs. A secretarial desk and chair may be substituted if required. Classroom furnishings include

student desks with tablet writing arms, a teacher's table and a lectern. Replacement furniture for new employees filling existing positions or replacement desks for existing classrooms is not available from A/A Furniture and must be purchased from Central Stores or the State Contract Furniture vendors using departmental funds. Departments requiring A/A furnishings to support new positions or classrooms should fill out a Academic furniture is purchased by the College to provide comfortable and acceptable office and classroom furnishings for students, staff and faculty. New State approved, full time, permanent positions and classrooms qualify for A/A furniture. Individuals hired and funded through Grants are considered temporary and not entitled to A/A furniture. A/A furniture is budgeted and funded each year based on number of new employees and classrooms expected. Planning for new positions can not be over emphasized.

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#### Furniture and Furnishings (for certain uses)

When the cost of the item exceeds \$500 the purchase of furniture, floor coverings, wall coverings, or any other decorative or ornamental item for the office, adjoining reception area, board or conference room of the President or Executive Vice Presidents (or equal organizational level) must first be approved by the College's Board of Trustees. Departments requesting to purchase any of the above must submit their request including description and price to the Executive Vice President for Executive Administration and Institutional Resources for Board approval. When sending on-line request to Procurement please note on requisition that Board approval will be forwarded. If sending a manual Request Form, attach Board approval prior to forwarding.

*Note: This approval process applies only to the President and Senior Vice President levels, all others follow regular order process.*

#### Furniture Refinishing

The Department of Corrections' Prison Industries operates a furniture refinishing/reupholstery plant. Their work is of good quality, expedient, convenient and low cost. To obtain their services, contact your

Procurement Officer who will put you in contact with the Prison Industries representative for quotations, material selection, etc.

### Purchases of Conference Facilities

The following guidelines must be followed when selecting conference facilities for which expenditures of State funds are involved. The guidelines apply to all hotel or motel facilities regardless of what the gathering is called, e.g., meeting, seminar, conference, workshop, retreat, etc. Prior to entering into a contract for either in-state or out-of-state facilities the following guidelines must be met.

- Whenever possible, the conference site should be changed from those utilized for previous conferences. This change applies to both the geographical area and the particular hotel or motel.
- South Carolina State Park facilities should be considered whenever they meet conference requirements.
- A minimum of two hotels/motels shall be contacted in at least two different cities when the conference is to be held in a different city than the one in which the agency's central office is located. If the conference is to be held in the same city in which the agency's central office is located, a minimum of two hotels/motels shall be contacted in that city.
- The standard method of payment by the College is via purchase order. No purchasing card or advance payments in full are permitted.
- A written determination of the site selection must be completed on [Attachment A – Justification for Conference Site Selection](#) and submitted with your eProcure requisition. This determination must be retained by the Office of Procurement in the conference file. The entire file is subject to external audit by the State Fiscal Accountability Authority's Audit and Certification Staff.

### Food Service Contracts

All food service contracts must be solicited under Code Section 11-35-1530, Competitive Sealed Proposals and Regulation 19-445-2095. A review panel composed of one representative from the College of Charleston, the Materials Management Office, and The Commission on Higher Education review such proposals and grant approval prior to contract award. Note: This does not apply to small one-time catering contracts, which are processed as regular orders.

### Surplus Purchases

Any College department can view and obtain surplus property at the Central Warehouse at no cost. The College is also eligible to receive or purchase surplus property from the State. This process generally requires a trip to Columbia. To visit State Surplus you will be required to take a State Requisition delegating you authority to purchase for the College and a State Surplus Identification Card. For more detailed instructions contact your Procurement Officer.

### Personal Purchases

The Procurement Department does not enter into any negotiations or become involved in any transaction for the purchase of anything whatsoever for the personal account or use of College employees. Certain items that might be classified as personal in nature and are suspect as an inappropriate expense from College funds, will be questioned and possibly disallowed.

## Gifts, Flowers, Parties, and Other Benefits

In addition to non-allowed personal purchases the Office of the Controller General disallows the purchase of gifts, flowers, giving a party or any other similar item for any State employee using State funds. The expenditure of funds by State agencies for Christmas cards, birthday cards, refrigerators, microwave ovens, or other items for employees is not allowable.

## After Hours and Weekend Purchases

Most College departments and activities can adequately plan their needs during normal working hours. However, a few areas, because of the nature of their responsibilities, run into situations after hours and on weekends and arrangements must be made with them to handle their purchasing needs. If you anticipate after hours or weekend needs, consider the Purchasing Card, and please contact your Procurement Officer to discuss arrangements. If you have not made previous arrangements and a situation occurs that can not wait until Monday or the following morning, first try to contact the Procurement Manager. If unavailable, contact either your Procurement Officer or one of the other Procurement Officers for advice/approval. If no member of the Procurement Staff is available, then secure the approval of your department head/chair before requesting the services or goods. Caution: You must document your efforts to contact a member of the Procurement Staff. Telephone your Procurement Officer for assistance as soon as the Procurement Office reopens (within 72 hours or less). If your situation occurs on a weekday, call the following morning. If it happens on the weekend, call Monday morning. If you fail to make contact, your purchase will be considered unauthorized and handled accordingly. The Purchasing Card is the best method for a purchase made after hours or on the weekend.

## Unauthorized Purchases Ratification

When an individual without Procurement authority commits the College to an obligation by ordering or receiving goods or services prior to the issuance of a Purchase Order, it is an unauthorized purchase. Procurement staff is prohibited from authorizing these acts "after the fact." Only the President of the institution, or his designee above the level of the person responsible for the person committing the act, has the authority to ratify unauthorized purchases, and then only to \$100,000. If the value of the contract exceeds one hundred thousand dollars, the state Chief Procurement Officer must concur in the written determination before any action is taken on the decision. Unauthorized acts exceeding \$100,000 must be sent to the Chief Procurement Officer, Budget and Control Board, Division of General Services. State law requires that the head of the agency prepare a written determination with the following information: (1) facts and circumstances surrounding the act; (2) what corrective action is being taken to prevent reoccurrence; (3) action taken against the individual committing the act; and (4) documentation that the price paid is fair and reasonable. The College's Unauthorized and Non-Conforming Purchase - Ratification Request was designed to simply address all the required points. If you have an unauthorized purchase that must be ratified, complete the form and forward to the Director of Procurement. Requests are then presented to the President for ratification. Caution: if the price paid is unreasonable, the individual may be held pecuniarily liable for the difference. If disapproved, the obligation will become the personal responsibility of the person who made the unauthorized procurement.

## Unauthorized Purchases

When an individual without having complied with the S.C. Consolidated Procurement Code and without Procurement authority commits the College to an obligation by ordering or receiving goods or services prior to review by the Procurement Office and the issuance of a Purchase Order, it is an unauthorized purchase. Procurement staff is prohibited from authorizing these acts “after the fact.” Only the head of the agency (President of the College of Charleston) or his designee has the authority to ratify unauthorized purchases, and then only to agency certification limits.

Unauthorized acts exceeding agency certification must be sent to the Division of General Services. State law requires that the head of the agency prepare a written determination with the following information: (1) facts and circumstances surrounding the act; (2) what corrective action is being taken to prevent reoccurrence; (3) action taken against the individual committing the act; and, (4) documentation that the price paid is fair and reasonable. The College's [Unauthorized Purchase Ratification Request](#) was designed to simply address all the required points.

If you have an unauthorized purchase that must be ratified, complete the form and forward to the Procurement Director. Requests are then presented to the President, or his designee, for ratification. Caution: if the price paid is unreasonable, the individual may be held peculiarly liable for the difference. If disapproved, the obligation will become the personal responsibility of the person who made the unauthorized procurement.

## Vendor Relations

### Suggestions for Dealing with Vendors

1. When researching a need, whenever possible, contact more than one vendor. The more alternatives and options you consider, the more likely your final choice will be the most advantageous to the College.
2. Provide the same information to all vendors. State law requires that every vendor be given an equal opportunity to compete for your business.
3. When comparing vendor products, look at the total cost of ownership - start up, operating, maintenance, useful life, etc. Make certain you are comparing "apples to apples" and not to "oranges".
4. Remember, no gratuities! State ethics prevent you from accepting direct or indirect gifts or payments or any other object of value from vendors even though the intent of the gesture may be honorable or a customary practice of the vendor.
5. Ask for product demonstrations. Most vendors will be happy to comply. However, if you want a sample for evaluation you must get a Purchase Order number from Procurement prior to delivery of the sample to the College. (See Evaluation or Trial Purchases).
6. Utilize the skills of the vendors to develop your specifications. Remember that specifications should be based upon performance. What do you want the item or service to do? What is the desired end result?
7. Use only by consent the original ideas and designs devised by one vendor for competitive purchasing purposes.
8. If the sales representative asks you to sign a contract, order, or letter of intent, refuse to do so. Refer the representative to Procurement. Since all contractual terms and conditions must be

reviewed by the Procurement Department and/or Legal Affairs you are protecting yourself and the College.

9. The Office of Procurement has a printed VENDOR GUIDE to help vendors better understand how to do business with the College. Ask us if you would like copies to give vendors.

### Correspondence with Vendors

It is College practice that all contacts or correspondence pertaining to negotiations affecting purchases or prospective purchases that involve prices, terms, conditions and delivery shall be carried on by the Procurement Office. Further, all correspondence pertaining to a purchase order that has been placed and which involves prices, terms, conditions, delivery, quantity, substitution, complaint, or anything whatsoever involving the commitment, shall be carried on by the Office of Procurement. Direct correspondence by faculty and staff is accepted practice on all other subject matter, such as availability of specific requirements, technical information, requests for literature, etc. Faculty and staff personnel should refrain from correspondence that may be interpreted as committing the College to a binding contract.

### Complaints Against Vendors

Whenever a department feels a vendor has not satisfactorily delivered the goods or services contracted for by a purchase order or contract, they should contact their respective Procurement Officer with the details. It should never be assumed that contract performance problems will work themselves out. The Procurement Officer will initiate any available corrective action from the facts you provide. The State has a formal vendor complaint system which your Procurement Officer may utilize to reconcile your complaint.