

- **Expedite** orders to meet your departmental and office needs.
- **Receive**, deliver, and ship goods and materials.
- **Offer** training on procurement procedures, methods, and practices.

Your Role in the Procurement Process

1. **Adhere to all Board of Trustees Policies and Procedures.** Your needs can be better met when we work together; we are here to serve you, but we need your help and cooperation to do so.
2. **Buy responsibly.** Taxpayers and students count on us to demonstrate fiscal integrity.
3. **Use approved purchasing methods** before committing the College to pay for supplies, services, and equipment.
4. **Plan ahead** to avoid last-minute purchases and rush orders, which generally cost more. Industry lead times vary by what you are buying. Keep Procurement advised of your future needs (especially large-dollar value projects).
5. **Let us know when you have questions or concerns.** We will be happy to meet with you as you plan your requirements.

Definitions of Some Ordering Methods

- **Purchase Requisition (REQ):** An internal College form distributed by the Procurement Office and prepared by College departments and offices to request goods and services from vendors. The Purchase Requisition, *Requisition for Supplies, Equipment, and Services*, is **not** a legally binding document, and neither the Purchase Requisition Number nor the Purchase Requisition itself should be given to a vendor.
- **Purchase Order (PO):** A legally binding contract committing College funds. It is prepared and executed by the Purchasing Agent and sent to the vendor to buy requested goods and services. See the *Buyer Commodity Assignment List* on Page 3 to find out which Purchasing Agent is assigned to buy the goods and services you need.
- **Purchasing Card (P-Card):** A VISA credit card issued by M&T Bank, which has been contracted by the College to provide a flexible, convenient method for authorized College requestors to buy small-dollar value goods according to established guidelines.

Procurement Procedures for Buying Goods and Services

Purchase Orders/contracts must be issued (or verbal Purchase Order Numbers pre-authorized) prior to committing College funds and placing orders regardless of funding sources, unless a requestor has College Purchasing Card authority and can use this payment method according to established guidelines.

- Use a Purchase Requisition form to submit your needs to the Procurement Office, which will issue a Purchase Order to the vendor and e-mail a copy of the PO to the account manager.
 - Be specific! Provide as many details as possible, including the required delivery date, and attach any quotes, proposals, invoices, or other written documentation from the vendor.
 - Check your budget! Before sending your REQ, be sure money is in the account you will use.
 - If funds are unavailable in your budget, the account manager will be notified and the REQ held in the system until funds are transferred.
 - If your Purchase Requisition is valued at:
 - \$2,500 or less, you may buy what you need from any qualified supplier.
 - Requestors may not split orders to avoid bidding and quotation processes.
 - More than \$2,500, the Procurement Office will handle the purchase.
- Use collegewide supply contracts for:
 - Office supplies, copy paper, MC nametags, etc. - Rudolph's Office & Computer Supply.
 - College stationery and business cards - FORMost Graphic Communications.