

Capital Community College Purchasing Procedure

General Statement

This Purchasing Guide contains information regarding the basic policies and procedures to be followed for procurement at Capital Community College. It provides guidance in purchasing transactions and offers useful information about how the purchasing process works in general.

Role of the Purchasing Department

The Purchasing Department is responsible for the purchase of all goods and services occurring within Capital Community College. Individual departments may conduct preliminary investigations while developing a source for new products or specialized equipment or services, however, final commitments for all purchases are made by the Purchasing Department in accordance with Connecticut General Statutes and Community College System policy.

Requests for Purchase Orders

Requests for the purchase of goods and services must be accomplished by the submittal of an authorized and approved purchase requisition (see exhibit A). Proper budget funding must be in place and noted on the requisition.

- **Requisitions for items relating to computers, printers, software, telephones, or upgrades and/or accessories for these products must first be reviewed and signed off by the Director of the Information Technology Department before submission to Purchasing.**

Purchase Requisition must contain the following:

- a) Name, department, phone number, delivery location.
- b) Funding source.
- c) Date required.
- d) Recommended Vendors: Complete name, address, phone and fax number of the vendor you wish to use.
- e) Item Description: A complete description of the item(s) you wish to order, including part numbers and latest pricing. When calling a company for pricing, indicate that we are a governmental and educational institution (in case there is a discount available), not subject to sales tax. **Be sure to indicate that your call is an inquiry only. Do not place any telephone orders, make any commitments, or sign any contracts.**

- f) Appropriate approval(s)

Purchase Order Creation

The Capital Community College Purchase Order (see exhibit B) is the vendor's authority to provide and invoice for the goods and/or services specified. PO's are generated by the Purchasing Department directly from the requirements outlined in approved purchase requisitions. The PO covers the essential elements of the purchase and conveys all the necessary purchasing requirements, term and conditions.

How your purchase requisition is converted to a purchase order

When the requisition is received, the Purchasing Department does the following:

- Reviews the requisition to determine that all required data is provided to assure prompt processing of the order.
- Determines if the items for purchase are available using an existing State Contract, State Certified Small or Minority Vendor or needs to go through the bidding process.
- Enters the requisition in Banner to be forwarded to the Director of Finance for final approval.
- Approved purchase order is printed and forwarded to the vendor as an approved purchase.
- Returns yellow copy of purchase requisition to originator with assigned purchase order number.

How you can help

To assist the Purchasing Department in expediting your requests, we offer the following suggestions:

- Identify those areas where you can plan ahead for procurement, thereby allowing us to plan our workload. The more time Purchasing and the vendor have to process the order the better job we can do for you.
- Submit a separate requisition for each vendor.
- Include the date materials are required. Do not use ASAP. Requisitions with a specific delivery date will be given priority over those with a missing delivery requirement.
- Attach all quotes obtained, registration forms, agreements that pertain to the goods and services to be purchased.
- Attach a spread sheet when ordering a large list of items from a single vendor, include item numbers, description of items, quantity requested and unit price.

- The name of the event should be placed on the requisition when ordering refreshments. (see exhibit C for refreshment policy)

How to place a stockroom order

The Capital Community College Stockroom has supplies for the basic everyday needs of the College. To obtain supplies, fill out a **Stockroom Supply Form** (see exhibit D) with the quantity required. The form must be filled out completely (name, room number, telephone number and date supplies are needed). Leave the form in the 7th floor mailroom box labeled “**Stockroom.**” When your order is ready it will be delivered to you. **STOCKROOM ORDERS DO NOT REQUIRE AN APPROVAL SIGNATURE.**

Receiving procedure for outside orders

All approved outside orders are delivered directly to the Stockroom. Your order is matched with a Purchase Order, checked in and delivered to you. You will be asked to sign (your full name) and date either the packing list or the receiving copy of the Purchase Order. Be sure to check off each item to verify that nothing is damaged or missing. Notify Purchasing immediately of any discrepancies.

All returns are handled by the Purchasing Department. If your order needs to be returned for any reason, i.e., damaged items, duplicate shipment, incorrect item, please call Purchasing as soon as possible to assure proper credit or exchange of items.

Unauthorized purchases

Goods or services that are rendered without proper processing through the Purchasing Department are not considered contractual obligations of the College. Goods and services identified upon delivery as not related to a Purchase Order may be refused and returned to the vendor.

Contracts

Effective February 2006 new contract regulations have taken effect. All Capital Community College contracts must be on the new contract templates as appropriate, or other contract forms where permitted.

CONTRACT FORM DESCRIPTION

- A. PERSONAL SERVICES AGREEMENT (PSA) (template) – For all purchases of services that entail a cost to the college, including CE/BISN departments engaging a business. PSA's over \$3000.00 require the approval of the Attorney General's Office.
- B. EDUCATIONAL SERVICES AGREEMENT (ESA) (template) – For all revenue-generating CE/BISN contracts whereby the college agrees to provide credit or non-credit instruction on a contract basis to a company or other external entity, excluding another State of Connecticut agency. ESA's over \$3,000.00 require the approval of the Attorney General's Office.
- C. COLLEGE SERVICES AGREEMENT (CSA) (template) – For any other revenue-generating or no-cost contract which provides services to the college or its students (e.g. bookstore, daycare, hospital clinical, no-cost graduation facility rental) or by which the college provides non-instructional service to the community or to some external organization (e.g. rental of college facilities). Note, this template is essentially a shell with the State's required language similar to the PSA. The "Description of Services" section should be utilized to describe the particular arrangement. (Any unique legal terms and conditions that go beyond the description of services will require discussion or negotiation with AG).
- D. MEMORANDUM OF UNDERSTANDING (MOU) (template) – For all revenue or cost agreements between the college and another State of Connecticut governmental agency, including CE/BISN educational services agreements, grants from another State of Connecticut agency, or other non-grant agreements between the college/SO/system and another CT state agency.
 - "NO-COST" or "NO-REVENUE" agreements with another state agency and all agreements between/among Community Colleges do not require an MOU.
 - CT STATE GRANTS (STATE) – Utilize CCC MOU wherever possible, however for other CT State agencies which have their own standard grant format, ensure that comparable language covers all components of CCC MOU.
- E. FEDERAL GRANTS OR CONTRACTS (FED) – For all agreements between the college and a Federal Government Agency, the college may utilize any of the above forms of agreement, depending on the nature of the contract, or may utilize whatever form of agreement is specified or required by the Federal agency.
- F. GRANT AGREEMENT (GRNT) (template) – For all grant agreements excluding those with Federal government or Connecticut State government agencies, (i.e. including private individuals, businesses, municipalities, other state governments, foundations, etc.), the College must attempt to utilize the CCC GRANT AGREEMENT template form which includes all State of Connecticut minimum contracting language, or if grantor requires its own form, must attempt to incorporate the minimum contracting language or other similar language that is not inconsistent with the minimum contracting language. **GRANTS WHICH DO NOT COMPLY WITH STATE OF CT REQUIREMENTS MAY REQUIRE NEGOTIATION BETWEEN THE AG'S OFFICE AND GRANTOR** – early notification and discussion of issues with grantor and AG is encouraged.

Contract Instructions

Contact the Purchasing Department for personalized instruction on utilizing the new forms.

Contract guidelines:

- PSA's are to be used only when no employer/employee relationship exists.
- PSA's less than \$3,000.00 must be approved and signed by the contractor and forwarded to the Purchasing Department at least 10 business days prior to the actual contract start date.
- PSA's equal to or greater than \$3,000 must be approved and signed by the contractor and forwarded to the Purchasing Department at least 21 business days prior to the actual start date to allow time for the AG's review.
- Funding source must be noted on all contracts that involve a cost to the College.
- PSA's with a cost of more than \$10,000 must go through the bid process.
- All contracts with corporations must include a Corporate Resolution or Secretarial Certificate. Instruction packets are available in the Purchasing Department.
- A signed PSA Request for Payment Form (see exhibit E) should be forwarded by the originator stating that services have been rendered and total amount due.

State Code of Ethics

The General Statutes of the State of Connecticut make provisions for preventing one from using his/her public position or confidential information gained in State service for personal financial benefit. In accordance with C.G.S. 1-84(i), a State employee and his/her immediate family are prohibited from entering into contracts with the State with a value of \$100.00 or more unless the contract has been awarded through an open and public process (bidding satisfies the requirement).

TRAVEL AUTHORIZATION

The Capital Community College Travel policies pertain to all employees of the College including student workers or students traveling using Student Activity Funds.

Travel Guidelines

- All out-of State travel requires a Travel Authorization. (See exhibit F)
- All in-state travel with a cost greater than \$25.00 requires a Travel Authorization.
- Travel Authorizations must be completed and be signed by your Dean and the President before your travel takes place.
- The funding source for your travel must be included on your Travel Authorization.
- In order for Purchasing to pay for any registrations or air fare, a purchase requisition for each service required should be attached to your travel authorization. Requisitions will only be processed if the Travel Authorizations are complete and funding is available.
- To be reimbursed for actual expenses incurred, submit an Employee Payroll Reimbursement form along with a copy of all receipts to the Accounts Payable Department.(see Exhibit G) Approved reimbursements will be included in your paycheck.
- The Purchasing Department must be notified if an approved Travel Authorization is canceled. This must be done to release any encumbered travel money and request refunds if applicable.

Preview Policy for Supply and Equipment

Preview Policy: Any items requested or received for preview must be secured by means of the process described in this policy. **Under no circumstances should any individual arrange for a preview without going through the Purchasing Department first.**

- **Fill out a Purchase Requisition:** All college Staff and Faculty must notify the Purchasing Department of their intent to request a preview (trial offer, etc.) of any commodity (i.e. books or equipment). This will be accomplished through the use of a **Purchase Requisition prior to the preview.** The requisition must be clearly marked as a **PREVIEW.**
- The only items that are exempt from the above are “desk,” “complimentary” or “faculty” copies of textbooks where there is **absolutely no cost to the college.** If you are uncertain of what is exempt, consult with the Purchasing Department.

COSTS: Any costs associated with the preview of commodities or equipment, such as those listed below, will become either the responsibility of the individual or that individual’s departmental budget dependent upon the action/inaction taken by the faculty or staff employee:

- Shipping, handling, freight, postage
- Re-stocking charges
- Forced or mandatory purchase due to:
 - condition of returned goods or equipment
 - return of goods beyond return policy of vendor
 - other terms and or conditions put forth by the vendor as a condition of the preview

RETURN OF PREVIEW ITEMS: The mailroom/stockroom staff can assist in the return of previewed items, but it is the responsibility of the employee previewing to retain the item(s) previewed in **returnable condition** with all appropriate packaging materials needed for a vendor’s acceptable return. This individual must also secure any authorizations needed for the return from the vendor.

- **No packages are to be returned without prior review by the Purchasing Department.** This is to ensure that all paperwork is in proper order, shipping requirements are met and that no charges will be incurred by the college.

MAILROOM PROCEDURES

All outgoing College mail must be placed in the blue bins in the Mailroom. Please read the labels outside of the bins for proper sorting.

All letter mail, manila envelopes and postcards must have the **Capital Community College return address and Department on each piece of mail.**

All letters mailed must be **sealed and rubber-banded, or flapped-over and rubber-banded.** Do not use staples or paper clips. All mail in manila envelopes or any large envelope must be sealed or taped closed.

All **Interdepartmental or Interoffice mail, must be in the proper pink or yellow-lined envelopes.** **All interdepartmental mail** leaving the college must have a **complete street address**, including departments and personal names. All interoffice mail must be placed in the individual's mailbox not in the blue buckets.

The mail is collected daily from the mail room at 8:30 a.m. (Mon.-Fri.). All mail, including priority mail, express mail and certified mail are picked up from the College and processed by D.A.S. mail service.

All personal mail must be deposited in the US Post Box located on Main Street. We will not take responsibility for personal mail left in the mailroom.