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MISSION

The mission of the Purchasing Department is to obtain supplies and equipment in a prudent and expeditious manner thereby contributing to the teaching effort and the learning process.

CODE OF CONDUCT

The Purchasing Department will always strive to:

1. Obtain maximum value for funds expended.

2. Comply with all laws, rules, regulations, policies, procedures and guidelines pertaining to the expenditure of funds.

3. Inform faculty, staff, and vendors of proper purchasing procedures.

4. Assist faculty and staff when needed by locating vendors, providing catalogs and price lists and helping to evaluate alternative products.

5. Create an atmosphere in which vendors feel they will be treated fairly and be given an equal opportunity to sell their goods and services.

6. Promote competition among vendors.

7. Protect the integrity of the Purchasing Department by refusing to accept gifts of gratuities which might influence or appear to influence purchasing decisions.

8. Conduct ourselves in a manner that will promote and protect the good public image of the College.

APPLICABLE LAWS, RULES, REGULATIONS, POLICIES
PROCEDURES AND GUIDELINES

TERM CONTRACTS

We are required by law to purchase supplies, materials and equipment from the vendors listed on the term contract approved by the Department of Administration for the State of North Carolina.
Term contracts are designed to serve the needs of all agencies, public school, universities, community colleges and certain non-state agencies. These contracts are established through the competitive bidding procedure. When it is necessary to amend, modify, or cancel all or parts of an active term contract, all users of that contract are notified.

CORRECTION ENTERPRISES

North Carolina has a preference statute (G.S. 148-70) that controls the sale of prison industry products and prohibits their sale to the private sector. All agencies should give preference to the Department of Correction products in purchasing articles, products and commodities which are needed and which are manufactured or produced within the State prison system and offered for sale to them by the Department of Correction. This preference requirement also applies to all community colleges (except printing). Delegation limits do not apply to products purchased from Correction Enterprises.

Products available from the private sector and also offered by Correction Enterprises, including those on term contracts, shall be purchased from the private sector only when it is determined that the Correction Enterprises product will not satisfy the requirement or will not be available when needed. The purchase file should obtain documentation from Correction Enterprises stating that the item(s) cannot be supplied. Competitive bidding shall not apply to articles of commodities available from Correction Enterprises.

PURCHASING FLEXIBILITY

A term contract is not an “approved list”. It is a legally binding agreement between the State and the awarded vendor to buy and sell certain items at certain prices for a specific period of time. A term contract is not a list of “ceiling” or “approved” prices. It is now legal for agencies, schools, etc., to purchase contract items, such as supplies, materials, or equipment, from other sources at lower prices. (The items must be substantially similiar with respect to manufacturer, model, style, etc.) Information MUST be documented.

NON-CONTRACT ITEMS

Purchases with a cost requirement of $10,000, or more, before tax, must be requisitioned and bid through the Division of Purchase and Contract. These requirements must be approved by the Board of Awards.

Purchases with a cost requirement under $10,000 do not require approval of the Purchase and Contract Division. The Randolph Community College Purchasing Department will issue a purchase order after adequate quotations have been received. The process for submitting items for bid under $10,000 is included on page 9.

GENERAL STATUTES

G.S. 143-3 Funds from Different Sources

All funds, special, federal, local, gifts, bequests, receipts, fees, etc., as well as State appropriated, used for the purchase of equipment, materials, supplies and services shall be handled under the provisions of Article 3 of Chapter 143 of the General Statutes and in accordance with procedures established pursuant thereto by the Division of Purchase and Contract.

G.S. 143-48 State Policy: cooperation in promoting the use of small minority, physically handicapped and women contractors; purpose; required quarterly reports.

(a) It is the policy of this State to encourage and promote the use of small, minority, physically handicapped and women contractors in State purchasing of goods and services. All State agencies, institutions and political subdivisions shall cooperate with the Department of Administration and all other State agencies, institutions and political subdivisions in efforts to encourage the use of small, minority, physically handicapped and women contractors in achieving the purpose of this Article, which is to provide for the effective and economical acquisition, management and disposition of goods and services by and through the Department of Administration.

(b) Every governmental entity required by statute to use the services of the Department of Administration in the purchase of goods and services and every private, nonprofit corporation other than an institution of higher education or hospital that receives an appropriation of five hundred thousand dollars ($500,000) or more during a fiscal year from the General Assembly shall report to the Department of Administration quarterly on what percentage of its contract purchases of goods and services, through term contracts and open-market contracts, were from minority-owned businesses, what percentage from female-owned businesses and what percentage from disable-owned businesses. The same governmental entities shall include in their reports what percentages of the contract bids for such purchases were from such businesses. The Department of Administration shall provide instructions to the reporting entities concerning the manner of reporting and the definitions of the business referred to in this act.

(1) A business in one of the categories above means one:
    a. In which at least fifty-one percent (51%) of the business or of the stock in the case of a corporation, is owned by one or more persons in the category; and
    b. Of which the management and daily business operations are controlled by one or more persons in the category who own it;
(2) A female or a disabled person is not a minority, unless the female or disabled person is also a member of one of the minority groups described in G.S. 143-128(c)(2)a through d; and
(3) A disabled person means a "handicapped person" as defined in G.S. 168A-3(4).

G.S. 143-55 Requisitioning for Supplies by Agencies: Must Purchase Through Sources Certified.

After sources of supply have been established by contract and certified by the Secretary of Administration to the said department, institutions and agencies as herein provided for, it shall be the duty of all departments, institutions and agencies to make requisition or issue orders on forms to be prescribed by the Secretary of Administration, for all supplies, materials and equipment required by them upon the sources of supply so certified, and except as herein otherwise provided for, it shall be unlawful for them, or any of them, to purchase any supplies, material or equipment from other sources than those certified by the Secretary of Administration. One copy of such requisition or order shall be furnished to and in the time frame requested by the Secretary of Administration.

G.S. 143-58.1 Use of State Purchasing Power for Private Gain

The purchasing power of the State shall not be used for private advantage or gain. Purchases under contracts made by the State are not to be allowed for personal use out of private funds, nor are agencies or institutions to place orders for articles for ownership by employees or other individuals. A violation of this section is a misdemeanor, punishable by fine, imprisonment up to two years, or both, in the discretion of the court.

REQUISITION/PURCHASE ORDER PROCESS

- Faculty/Staff member fills out requisition. Keeps yellow copy.

- Approval by Department Chair/Program Director with initials.

- Approval by Dean and/or VP with signature and date.

- Approval by VP of Administrative Services/Controller/Director of Finance with signature and date.

- Purchasing Agent checks budget code and proper purchasing procedures for each individual requisition. Does quote/bids as needed.

- Purchasing Department enters into computer and prints out purchase orders. The orders are submitted electronically through the Eprocurement System.

- Purchasing Department keeps Receiving, Accounting and Purchase and Contract copies of purchase order, then sends Department copy to originator.

- When goods are received, they are checked against purchase order, and if correct, routed to person placing the order. If major equipment, equipment bar code tag is attached by Equipment Coordinator.

- Invoices are checked against purchase order and received items by Purchasing Agent, then given to Purchasing Clerk to approve for payment. Purchasing Clerk keeps the receiving copy of the purchase order, the purchasing copy of the requisition, any other documentation attached, all packing receipts, and a copy of the invoice marked “DUPLICATE/DO NOT PAY”. He/she sends the appropriate copies to Business Office Accounts Payable for payment.

BID PROCESS FOR ITEMS NOT ON STATE CONTRACT

For an order up to $5000, no bid process is necessary; however, the Purchasing Department reserves the right to check for lower prices if the cost seems unreasonable.

For orders costing $5001 to $10,000 (before taxes), only written quotes are acceptable. The Purchasing Department will acquire the proper quotes. The necessary information needed are the complete specifications for the item or items, three vendor names for the requested items, and any other information that would be helpful to obtain quotes. Requisitions requiring written quotations or bids will require additional time for preparation of specifications and solicitation of quotations or bids.

For any order that exceeds $10,000 (before taxes), a requisition, complete with clear and concise specifications, will be sent to the Purchase and Contract Division in Raleigh. This process normally takes three to four weeks.

EMERGENCY AND PRESSING NEEDS:

An agency may make purchases of commodities, printing or services in the open market in cases of emergency or pressing need. For this purpose, a pressing need is one arising from unforeseen causes, including but not limited to, delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work; while emergencies are defined as situations which endanger lives, property or the continuation of a vital program and which can be rectified only by immediate on-the-spot purchases or rental of commodities, printing or services.

Agencies may negotiate with a potential vendor(s) in an effort to acquire the quality of commodity, service or printing needed at the best possible price, delivery, terms and conditions. A solicitation document requesting or inviting an offer(s) shall be issued, including standard language, terms and conditions issued by P&C, unless circumstances prohibit their use.

When emergency or pressing need action is necessary, and the expenditure is over the agency's benchmark or delegation, prior approval shall be obtained from P&C if time permits.

If the expenditure is over $10,000 for agencies (regardless of their delegation), or over a university's benchmark, an explanation of the emergency or pressing need purchase shall be reported in writing to P&C. P&C shall report such purchases of commodities and printing to the Board of Award as a matter of record.

UNAUTHORIZED PURCHASING:

College employees may be held personally responsible for unauthorized purchases. In all cases, applicable legal requirements, good purchasing practices and all procedures as specified in the RCC Purchasing Manual are to be followed.

PURCHASE REQUISITIONS

CONTRACT ITEMS

The State of North Carolina has established contracts for many types of equipment and supplies. Items listed on state contract must be purchased from the vendor(s) listed, unless there is sufficient justification to buy elsewhere. (We have recently been authorized to purchase contract items off contract, providing that the price is lower than the contract price, and the item is exactly identical with respect to manufacturer, model, style, etc.) Copies of the state contract can be found on the Internet at www.doa.state.nc.us/PandC/ (please add this address to your bookmarks). Some catalogs and price lists are also available in the Purchasing Department.

NON-CONTRACT ITEMS (COMMODITY ITEMS)

If your requirements are not listed on any of the state contracts, **list** in the space provided on the back of the requisition, the name, address, etc., of three known sources. The Purchasing Department may obtain quotes from these and/or other sources. The Purchasing Department does not normally process requisitions on a "sole source" basis. We attempt to find several sources.

PREPARING THE PURCHASE REQUISITION

There are several items on the purchase requisition that must be completed. A properly and thoroughly prepared requisition moves through the purchasing process more quickly than one that is not properly and thoroughly prepared. Items that *must* be completed:

1. Budget Code: A purchase order cannot be issued without a budget code.

2. Supplier Information: Go to P & C website www.doa.state.nc.us/PandC/
   Go to NC Eprocurement, Vendor Search, Registered Vendor Search, type in your vendor's name. If vendor is not registered, send the NC Eprocurement System memo (see page 34).

3. Date

4. Certification or Quote Number: Each state contract has a certification number. The number can be found near the top of the page on all state contracts. If it is a state contract item, the contract number should be filled in by the person preparing the requisition.

5. When written quotes are obtained by the Purchasing Department, the quote number will be filled in by the Purchasing Department Personnel.

6. Name and Address of Vendor: This information should be complete including zip code. Write BID in this space if quotations are to be requested.

7. Department: Name of department for which items/services are being requested.

8. Employee: Name of person placing request.

9. Quantity: The number of units you wish to order.

10. Unit: The items we order come in many different units. Some examples are: each, dozen, 100's (C), 1000's (M), reams, cases, pints, quarts, gallons, rolls, bottles, and pounds. Particular attention should be given to the "unit". The combination of the "quantity" and "unit" should equal the desired amount. Example: If an item is sold in dozens and you need 60, you should place a "5" in the quantity column and leave the unit column blank, you may receive 720 of the item.

11. Commodity Number: If the commodity number is listed on the contract, please include it on the requisition.

12. Description: The purpose of the description is to tell the Purchasing Department what you want. In addition to stating what the item is, give any other information that will further describe the item, such as model number, size, color, weight, class, stock number, catalog number, make and model of the equipment the item is to be used with, etc.

13. Prices: List the unit price, extend it and get a sub-total. Add any shipping and handling. Then, add NC sales tax to get the grand total. Out-of-state vendors do not typically charge NC sales tax; however, we still have to pay sales tax to NC Dept. of Revenue.

14. Vendors: If the items being requested are not on state contract and you estimate the total cost of items on the requisition to be more than $5000, list the name, address and contact person of three firms you would like to receive quotes from. If you estimate the cost to be less than $5000, list the name and addresses of one vendor from whom the item(s) may be purchased. The Purchasing agent will seek quotes from additional vendors when it is advantageous to do so.

15. Approvals: When supplies and equipment are being requested, the requisition should be approved by the department chair, the appropriate Dean, and Vice Presidents. Requisitions that have not been properly prepared and approved will be returned to the individual making the request.

COMMON ERRORS MADE BY INDIVIDUALS SUBMITTING REQUISITIONS

- Fill in complete and correct Budget Code. If correct budget code is unknown, please contact the Controller or Assistant Controller for assistance.

- Add NC sales tax to all items except:
  (1) Subscriptions
  (2) Memberships
  (3) Labor

- All memberships must spell out on the application form or invoices: Institutional Membership. No individual memberships are allowed.

- Keep all copies of requisitions and purchase orders for future reference. When inquiring about an order status, give the P.O. number as indicated in the upper right hand corner. The department copy of PO's should be used to determine the value of your supply inventory at the end of the fiscal year.

- Write legible or have requisition typed.

- Check quantity and unit price and totals.

- Orders are not to be submitted verbally without a purchase order or an emergency purchase order number. If an item is an emergency, clear the purchase with your Dean and call the Purchasing Department for an emergency P.O. number. Complete your requisition as normal, marking it as confirming and showing the emergency P.O. number.

- If an item or items are received direct by you through the mail, notify the Purchasing and Receiving Department at once with the purchase order number and date of receipt. These items cannot be paid unless Purchasing and Receiving is notified. (If a green routing slip is attached to package, you will know it has come through the Purchasing Department.)

- The appropriate Dean, Vice President, and the Vice President of Administrative Services/Controller/Director of Finance must sign all requisitions for supplies and equipment.

PURCHASE OF FURNITURE

Furniture (desks, chairs, bookcases, lounge, computer and library) is included on state term contracts. Go to www.pandc.nc.gov/ to view these contracts.

PURCHASE OF CARPETING

State Term Contract 360A includes the carpet, installation, cove molding, removal and disposal of carpet and other additives that may be needed for carpet. All carpet should be in compliance with North Carolina Specifications. A Quality Assurance Inspection by the Division of Purchase and Contract must be completed when the cost exceeds $2,500.00 as specified in the term contract.

MOTOR VEHICLE ACQUISITION

Motor Vehicles are found on State Term Contract C-070G.

PURCHASE OF AIRLINE TICKETS

Once the travel authorization form has been submitted and approved, a requisition is completed and a preferred flight schedule is printed out and attached to the requisition. The Assistant to the VP for Administrative Services purchases the airline tickets online using the college's travel card.

QUALIFIED PRODUCTS LIST

There is a Qualified Products List (http://www.pandc.nc.gov/qplist.asp) available to use as a guide when the item wanting to purchase is not listed on a state term contract.

TRADE-IN ALLOWANCES

Under some conditions for some types of items it may be more advantageous to the State to seek to trade in used property against the purchase of a replacement. Before an agency makes any final decision to trade in an item, the State Surplus Property Office shall be contacted for guidance.

Where an agency solicits competition for the purchase of a new item and it appears that a trade-in may be advantageous, the solicitation shall contain a provision requesting that a trade-in allowance be offered and prior approval by the State Surplus Property Office is required.

In the disposition of State surplus property, the State Surplus Property Office gives first priority to transfer to other agencies of the State. Second priority is given to transfer to political subdivisions and qualified non-profit organizations within the State. Property thus transferred must be for the use of the recipient agency, political subdivision or qualified non-profit organization with title being in such agency, unit or organization. In making transfers, the price shall be one mutually agreeable to the owning agency and the recipient and approved by the State Surplus Property Office as being a fair market price based where possible on previous sales of similar products in the open market. State surplus property transferred to any political subdivision or non-profit organization must be retained by the unit or organization not less than 12 months before disposal, unless the property becomes unusable for the purpose intended.

PURCHASE FROM THE COLLEGE BOOKSTORE

Employees should complete a requisition and get approval before they pick up any item in the Campus Store. The same rules and delegations would be followed if they were purchasing from any vendor.

Remember, if you make a purchase without a purchase order or emergency purchase order number, you may be held personally liable for this purchase.

PURCHASE OF USED ITEMS:

If it appears that the acquisition of used equipment, materials or supplies is in the public interest, competitive procedures shall be followed wherever feasible.

The solicitation document may or may not include a request for prices on like new products, but in either case acquisition may be made on the basis of that which is considered most advantageous for the intended purpose.

BLANKET PURCHASE ORDERS

All blanket orders must have a start date at the beginning of the fiscal year 7/01/XX and an expiration date of 6/30/XX, end of the fiscal year.

The requisitioner should determine the dollar amount needed for the year. If the total is over $5,000, the Purchasing Department will get formal, written bids. The end-user will need to provide a list of 10-15 items that they anticipate using. It will be a basis for cost comparison only.

All blankets should list names of employees eligible to make purchases from the blanket order. All blankets should have a “not to exceed” amount for each order against the blanket.

PURCHASE OF EQUIPMENT

Equipment items with a net cost (price-discount+tax+freight) of $500 or less per unit should be purchased with supply funds unless the item is considered to be subject to "walking away", i.e. TV, VCR. Equipment monies may also be used for furniture, equipment or high risk items costing between $500-$999.99 (including tax and freight) only if the monies are charged to minor equipment. (The final decision on this will rest with Administration.) Equipment items with a net cost (price-discount+tax+freight) exceeding $1000 per unit must be purchased with equipment funds only.

Note: Before any equipment is moved (to another location, bid sale, storage), the Equipment Transfer Form must be completed – found on the Randolph Community College website, Faculty & Staff, Employee Publications, Purchasing and Equipment Transfer Form.

PURCHASE-LEASE OF COPIERS

Copiers – Purchase, Rental and Maintenance can be found on State Term Contract C-600B, at www.doa.state.nc.us/PandC/.

PURCHASE OF COMPUTER SOFTWARE

Most computer software must be purchased from supply monies. The only exception is operational software necessary to run the computer may be purchased with equipment monies. Contact the Purchasing Department if you are unsure which fund can be use.

PURCHASE OF AUDIO VISUAL SUPPLIES AND MATERIALS

Audio Visual items such as records, tapes, files, charts, maps and exhibits may be purchased with supply funds or library book budget funds. Sets of anything are considered one item. Items in excess of $10,000 must be approved by Purchase and Contract Division.

ITEMS ORDERED FOR "PREVIEW" PURPOSES

A requisition must be filled out and approved for items to be ordered for preview. This requisition must show the terms for that company for previewing their materials. This can be done by notation on the requisition or a copy of the company's preview policy stapled to the back of the requisition. On a preview requisition, the cost should show a zero “0”. If the decision is made to purchase the item(s) previewed, a second requisition must be completed showing the cost of the items(s). This must be done within the time frame of the preview policy of that particular company.

INSPECTION AND TESTING

In general, it is the responsibility of the agency to inspect all materials, supplies and equipment upon delivery to ensure compliance with the contract requirements and specifications. However, when the contract requires an inspection by P&C, it shall be conducted by a designee of P&C.

When samples (ie. carpet) are required in response to a solicitation document issued by P&C, then P&C will review those samples and test as appropriate. Samples shall not be sent directly to laboratories outside P&C or the agency unless authorized in writing by P&C.

For items requiring inspection by P&C Quality Acceptance Representative, visit http://www.doa.state.nc.us/PandC/qcinsp1.htm. This list identifies only those items that routinely need an acceptance inspection by the Quality Acceptance Representative PRIOR to release of final payment. Inspection by a Quality Acceptance Representative shall be mandatory when the item costs $10,000.00 or more.

COMPLAINT TO VENDOR

“Complaint to Vendor” form is used by state agencies and schools to inform vendors and the State of North Carolina Purchase and Contract Division of problems encountered with quality, service, or delivery of items ordered.

When a vendor repeatedly gives poor service and/or delivers merchandise that does not meet specifications to the extent that work is hampered, forward your complaint to the Purchasing Department. The complaint must be in a written memo or letter form. Please make the complaint specific. The Purchasing Department will complete the complaint form from your memo or letter and forward it to the Purchase and Contract Division, or will take the appropriate action directly with the vendor. Departments are urged to make written complaints when justified to the Purchasing Department.
If a vendor receives an excessive number of complaints, Purchase and Contract may not consider this vendor as a supplier when new contracts are negotiated. The Purchasing Department may not consider purchasing from this vendor if there are other suppliers listed by P & C. This information is also retained and analyzed when sending future bid specifications.

CHANGES TO PURCHASE ORDERS

A purchase order written to a vendor by the Purchasing Department in response to an offer by the vendor and based on acceptable terms and conditions is a binding contract and cannot be broken by either party so long as both parties live up to the terms and conditions of the agreement. To break or cancel the contract requires the consent of both parties.

When a purchase order is not in accordance with the terms and conditions which are previously offered by the vendor, it does not become a binding contract until the purchase order is acknowledged and accepted by the vendor in writing. Changes to purchase orders already accepted by vendors must be requested by the Purchasing Department. Most vendors are willing to make reasonable changes to an order without penalty to the purchaser. Generally, only when a vendor may have expended funds for fabricating special equipment will a charge be assessed for changing or canceling an order.

Any department needing to make changes to an order should advise the Purchasing Department either in writing or by telephone. Changes such as terms and conditions, price cancellations, quantities, or substitutions must be done with the knowledge and approval of the Purchasing Department. The Purchasing Department may ask the department for written authorization before changes are to be made.

EXPEDITING, FOLLOW-UP, AND TRANSACTION INQUIRIES

When a purchase order is placed with a vendor, the Purchasing Department places a copy of the purchase order in an open order file. If the vendor does not ship according to the estimated schedule, an inquiry is forwarded to the vendor by the Purchasing Department. When materials are not received according to the promised shipping schedule, requesting departments may ask the Purchasing Department to inquire about the status of the order.

POLICY ON RETURN OF MERCHANDISE TO VENDOR

The Purchasing Department must be contacted in all situations when it is necessary to return a purchase to a vendor. Merchandise should not be returned to a vendor for any cause until first contacting the Purchasing Department to determine that the vendor's permission and shipping instructions have been received. It is not the intent of this policy to discourage technical communication between the user and the vendor.

A memorandum to the Purchasing Department stating essential information is required. That essential information is:

1. Purchaser Order Number
2. Vendor Name
3. Item Number on Purchase Order
4. Name of item to be returned
5. Quantity to be returned
6. Reason for return
7. Whether a replacement or a refund is to be requested

Since the return of merchandise can be for a number of reasons, such as in-warranty or out-of-warranty repairs, incorrect or defective materials, or overshipment, the financial responsibility will depend on the reason for the return. Generally, when materials are returned as a result of an error by the vendor or because materials are defective, freight charges or other direct cost involved is the responsibility of the vendor. Otherwise, the department for which the return is being made must bear the cost involved. Most vendors will charge at least a 20% restocking charge when merchandise is returned as a result of an over-purchase or in the case of institution error.

CORRESPONDENCE WITH VENDORS

Following the transmittal of a purchase order to a vendor, all correspondence in connection with the fulfillment of the order or contract must be handled by or with the knowledge and approval of the Purchasing Department. During correspondence between department and vendor, no terms and conditions of the order, including destination of shipment, may be changed; additional items may not be added to the order nor may any part of the order be cancelled. Any changes in an issued purchase order must be made by the Purchasing Department.

SOLICITATION BY SALESPEOPLE

State policy requires that supplies and materials be obtained from state contracts or by competitive bidding (except for certain small orders). Therefore, solicitation of business by salespeople is limited to the demonstration and discussion of products, prices, and services. Replies to vendor solicitation should question whether item is on state P & C and whether vendor is registered with state P & C. When conversation with salespeople leads to a purchase requisition, information obtained from the salesperson (i.e. prices, delivery, etc.) should be noted on your requisition, including the salesperson's name and the date information was obtained. It must be made clear to the salesperson(s) that no shipment is to be made until a formal purchase order is received by them or their company.

It is not permissible for a department to receive materials on consignment pending issuance of a confirming purchase order. Receipt of equipment for demonstration purposes is permissible provided there is no commitment or obligation to purchase the equipment. Liability for demonstration equipment must be borne by the vendor. Shipping charges, both to and from the College, are the vendor's responsibility.

It is recommended that all solicitation by telephone or in person be referred to the Purchasing Department.

AVOIDING CONFLICT OF INTEREST

Employees shall disclose to their respective budget officer, within the administrative area to which they are assigned, any potential conflict of interest of which they are aware related to the purchase of equipment, materials, goods, or services.

Except in very unusual circumstances, the College will not purchase equipment, materials, goods, or services from an employee, a member of an employee's immediate family, or a business in which an employee or a member of an employee's family has an ownership interest. If an exception is necessary, the area budget officer must submit a written disclosure of the transaction with the purchase requisition.

ETHICS

All public, purchasing personnel shall be entirely cognizant of the necessity of ethical behavior.

Personnel cannot accept anything of monetary value, including food and beverages.

Everyone involved in the purchasing process is held accountable to the following principles and standards of purchasing practice:

1. The purchasing power of the State shall not be used for private advantage or gain. Employees or other individuals will not process orders for articles of ownership.
2. Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
3. Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the institution.

PRODUCT AND SERVICE DEMONSTRATION BY VENDORS

Demonstration Requested by Vendor

From time to time vendors request that they be allowed to demonstrate a new product line or a new service. RCC does not prohibit this type of demonstration. However, since space in a building or in a parking lot must be provided, clearance must be obtained from the department chair of the department receiving the demonstration and the Dean of that division.

Vendors are to direct any requests for demonstration to the Purchasing Department. If approved, the Purchasing Department will make arrangements for the demonstration (including setting a time, advising those departments which might have an interest in the demonstration, and confirming with the vendor the arrangements that have been made.) The vendor will be responsible for all expenses incurred in the demonstration. The College will not accept any responsibility for the safety of the vendor's equipment beyond normal care and safety.

Demonstration Requested by Department

A more common type of demonstration is one that is requested by a department for a vendor to demonstrate a particular piece of equipment. In these instances, the arrangements are worked out between the requesting department and the vendor, with the knowledge of the Purchasing Department. All expenses incurred from these demonstrations are the responsibility of the vendor and the College will not accept any responsibility for the safety of the equipment beyond normal care and safety.

EVALUATION OF EQUIPMENT

The RCC Purchasing Department must be notified prior to any installation of supplier's equipment for the purpose of evaluation. This is required for the financial protection of the department and institution.

If a supplier offers equipment to be installed for evaluation, the following criteria applies:

1. RCC is in no way obligated to purchase or lease the equipment after evaluation.
2. The department receiving the equipment for evaluation is not authorized, either expressed or implied, to commit RCC to purchase or lease the equipment after evaluation.
3. Equipment must be adequately identified as belonging to the supplier during the evaluation period.
4. Any evaluation contract, permission/release sheet, or receipt of goods slip must be reviewed, and if deemed appropriate, signed by the RCC Purchasing Department.
5. The supplier is responsible for all costs incurred prior to, during, and after the evaluation. Equipment insurance is the responsibility of the supplier. RCC assumes no liability for the equipment.
6. At the end of the evaluation period, the evaluating department is responsible for crating and shipping the equipment back to the supplier. The supplier is responsible for furnishing all crating/packing material and return freight charges.
7. Suppliers cannot use the name of RCC or the evaluation department of RCC in any advertisements or endorsements.

RECEIVING

All supplies, materials, and equipment being delivered to Randolph Community College will be received by Purchasing & Receiving. Packages will be opened to verify contents and the condition of contents. Packages will then be delivered to the individual who made the request. A "routing slip" will be attached to the package(s) showing if the order is complete or if there are backorders in connection with the order. Personal packages should not be addressed to RCC. Only in unusual circumstances and pre-approval by Purchasing will delivery be accepted of a personal package. Please notify Receiving if you have an approval to receive a personal package. It is your responsibility to pick up personal packages in a timely manner. Purchasing is not responsible for any damage or loss to personal packages. Questions concerning deliveries should be directed to Receiving.

REPAIR OF IN-WARRANTY EQUIPMENT

New equipment is normally warranted by the manufacturer for a period of time against faulty parts or workmanship. Such equipment is generally supplied with a warranty card which should be completed and returned to the manufacturer as soon as the equipment is received. (A copy should be kept with the file on the equipment.) Unless this warranty card is returned promptly, some manufacturers will not accept liability for the repair or replacement of the equipment. The manufacturer is legally responsible for replacement or repair only if the defective equipment is returned to an authorized repair center, freight prepaid. Sometimes only the defective part is replaced at no charge, and replacement labor costs may be charged to the customer.

A request for in-warranty service for all types of equipment should be referred to the vendor by the Purchasing Department. With your service request, furnish the number and date of the purchase order and the nature of the defect. The Purchasing Department will communicate with the vendor for instructions on handling the warranty repair. After shipping instructions have been obtained from the vendor, the Purchasing Department will be responsible for returning the equipment to the vendor. The vendor repairing/replacing the equipment will return it directly to the Purchasing Department.

REPAIR OF OUT-OF-WARRANTY EQUIPMENT

It is sometimes necessary to have highly technical equipment repaired by the vendor or other service agency. Excessive downtime for this type of equipment can be costly. If funds are available, consideration of carrying a service maintenance contract may be beneficial. Request for out-of-warranty service on equipment covered by a service contract are made directly to the service facility by the requesting departments.

Out-of-warranty repairs or service may be obtained in the following ways:

1. Emergency Repairs
   When emergency repairs are necessary, upon verbal approval of the Dean of that division, the Purchasing Department may assign an emergency purchase

order number for the repair request and authorize the requesting department to contact the service facility prior to submitting a requisition.

2. Non-Emergency Repairs
   If repairs are not urgent, a requisition should be submitted showing an estimated cost of repair and, upon approval, a purchase order will be issued.

Request for out-of-warranty repair that must be returned to the manufacturer or supplier must be submitted on a requisition form, describing the nature of the repair/problem and indicating the name of the supplier. The equipment to be returned for repairs should be sent to the company by Shipping & Receiving in accordance with their shipping instructions. The Purchasing Department will obtain shipping instructions and an estimate of the cost. A second requisition showing the repair estimate must be submitted for approval.

MOTOR VEHICLE SERVICE AND REPAIR

The Automotive Department services all of the fleet vehicles. If necessary, the Automotive Department and the Autobody Department will make any repairs.

PURCHASE OF FUEL

When a fleet vehicle is signed out for use, a gas card (with a pin number) will be given. It will also ask for the odometer reading on the vehicle. The receipt should be turned in to the switchboard when the keys and gas card are returned.

SALES TAX

Sales Tax made payable to the North Carolina Department of Revenue shall be added to the cost of the fixed asset.

MAINTENANCE SERVICE CONTRACTS

Service or maintenance contracts are sometimes the most economical method for maintaining equipment. Specialized equipment is normally best maintained by the original manufacturer or their service agency. It is advisable to consider having this covered by a maintenance contract. Parts and supplies are not usually covered by the maintenance contract, but the savings on service calls and labor charges may make the lump sum payment for this type contract reasonable.

A service or maintenance contract is initiated by submitting a requisition and justification to the Dean of your division. Parts or supplies not covered by the maintenance contract require a separate confirming requisition. When equipment is covered by a maintenance contract, service may be requested by the using department directly to the service agency.

SURPLUS PROPERTY

The Department of Administration is responsible for administering the sale and disposal of surplus equipment, materials, and supplies for agencies. The administration of this program has been delegated by the Secretary to the SPO.

There are two agencies within P&C which administer this surplus property program. The State Surplus Property Office is responsible for State surplus property. The Federal Surplus Property Office is responsible for disposal of Federal surplus property.

The State Surplus Property Office shall determine the means for disposal or transfer of all State owned property. State agencies shall notify the State Surplus Property Office of any personal property which is surplus to their needs by completing the equipment disposal form.

Under some conditions for some types of items it may be more advantageous to the State to seek to trade in used property against the purchase of a replacement. Before an agency makes any final decision to trade in an item, the State Surplus Property Office shall be contacted for guidance and approval.

Where an agency solicits competition for the purchase of a new item and it appears that a trade-in may be advantageous, the solicitation shall contain a provision requesting that a trade-in allowance be offered and prior approval by the State Surplus Property Office is required.

BUYING USED EQUIPMENT

If it appears that the acquisition of used equipment, materials or supplies is in the public interest, competitive procedures shall be followed wherever feasible.

The solicitation document may or may not include a request for prices on like new products, but in either case acquisition may be made on the basis of that which is considered most advantageous for the intended purpose.

THE HISTORICALLY UNDERUTILIZED BUSINESS UTILIZATION POLICY FOR RANDOLPH COMMUNITY COLLEGE

Coordinators: Goods and Services- Sharon Reynolds, Purchasing Agent
Susan Rice, Controller
Construction- Cindi Goodwin, Facilities Manager

Historically Underutilized Business (HUB) is any one of the following: a minority-owned business, a female-owned business, a disabled owned business, a disabled business enterprise, a non-profit workshop for the blind or severely disabled.

Randolph Community College will seek bids from HUB vendors on purchases, service, and construction in accordance with legislative rulings. When HUB vendors give the best price for the commodity required, they will be given the order without regard to their race, gender, or handicap. In small purchases where prices and quality are equal, preference will be given to the HUB vendor both in state contract purchases and in open market purchases. HUB vendors will be selected from the lists provided by the Division of Purchase and Contract and the HUB program. Randolph Community College's objective is to meet or exceed the minimum goal of four percent when averaged on an annual basis.

Procurement Card Policy and Procedures

Introduction

The procurement card program is designed to provide a quick turnaround on the purchase of small dollar items with a reduction in paperwork, approvals and time.

The use of a procurement card does **NOT**, in any way, eliminate the need to comply with all RCC and the state of North Carolina purchasing policies, procedures and regulations.

The program will be coordinated through the Purchasing Agent and the Controller.

Definitions

- Account Manager – The designated person in each department who is responsible for reconciling each monthly statement of account.
- Cardholder – RCC employee approved to make purchases using the procurement card.
- HUB – Historically Underutilized Business.
- MWBE – A minority/woman-owned business.
- Over the counter purchase – A purchase made in person at the selected supplier in order to expedite the purchase and receipt of the goods.
- RCC P-Card Coordinator – the designated RCC employee who will oversee and coordinate the program for the entire college. At the time of this publishing, the Purchasing Agent will oversee this program.
- Statement of Account – The monthly listing of all items purchased for a particular account/cardholder. These statements must be reconciled back to the cardholder's receipts for the month.
- Single Purchase Limit – The dollar amount allowed per transaction and per month for each cardholder. These may differ among departments and cardholders based on needs and not to exceed the allowance by the State.
- Vendor – A company used by the cardholder to order/purchase goods and services.

Approval Process

Anyone who is interested in getting approved to have a RCC procurement card must do the following:

1. Make the request through the Vice President of the Division. If he/she approves the employee as a cardholder, the employee will complete a P-card Employee Agreement Form, located on page 34. The form must be completed in its entirety and signed by the employee, his/her supervisor and the Vice President of the Division. By signing the form, the employee acknowledges that he/she has sole responsibility for the p-card and purchases made on it. The center section will be signed once the p-card requestor has received training. By signing this section, he/she understands the policies and procedures as related to the card, the policies and procedures for making purchases and is responsible for the use of the card.
2. Forward the approved form to the Controller for final approval.
3. Once all approval levels have signed the form, forward the completed form to the RCC P-card Coordinator.
4. The RCC P-card Coordinator will schedule training for the requestor. Once training is complete, the requestor will sign the center section of the application form.
5. The RCC P-card Coordinator will contact the bank to issue a card in the new cardholder's name.

An employee must be in good standing with RCC in order to receive a p-card. Any employee on new-hire probation will not be eligible for a p-card. If a p-card holder is placed on probation at any time for any reason, his/her p-card privileges will be revoked immediately. The Director of Human Resources will notify the P-card Coordinator immediately of instances where the p-card should be revoked or suspended. Reasons include: termination of employment or a status change to probation or suspension. The P-card Coordinator will forward a signed copy of the p-card agreement to the Human Resources department for filing in the employee's files. A complete list of all p-card holders will be provided to the Human Resources Department monthly by the P-card Coordinator.

Training

All persons applying for a p-card will be required to attend training sessions on the use of the card. Each cardholder must be knowledgeable of the RCC purchasing policy, the State purchasing policy and the use of State negotiated contracts. These training sessions will be held monthly during the initial implementation of the program. Refresher sessions will be available during the first year of implementation.

Thereafter, training will be held periodically as the need arises. Reasons for additional training include, but are not limited to, audit findings, changes in RCC or State procedures and changes in the p-card program.

Receiving the P-card

The issuing bank will forward the P-card to the RCC P-card Coordinator. Once received, the RCC P-card Coordinator will record the account number on the P-card Employee Agreement Form. The new cardholder will be contacted to schedule a time to pick up the p-card in the Purchasing Office. No card will be delivered through interoffice mail. ALL P-cards must be picked up in person by the cardholder. Proper photo identification, drivers license or RCC employee badge, must be presented at the time of pickup.

The RCC P-card Coordinator will maintain a log of all cardholders and account numbers. When a new card is picked up, the new cardholder must sign that he/she has picked up the new card.

Lost or Stolen Cards

The cardholder is responsible for reporting a lost or stolen card immediately upon discovery of a missing card. The cardholder must first report the loss to the bank and then notify the RCC P-card Coordinator. If the lost or stolen card is found after it has been reported, the card must be cut in half and both pieces forwarded to the RCC P-card Coordinator.

P-card Purchasing Guidelines

General

1. Each P-card issued will have the cardholder's name embossed on the front of the card. The name on the card is the ONLY person who will be able to use the card. **No other person is authorized to use the card.**
2. As a general rule, the p-card has a limit of $1,000 per single transaction including any sales tax, shipping and handling, installation and any other charge that might be incurred and $5,000 in total purchases for the month. Neither purchases nor payments may be split into multiple transactions to avoid the limits placed on the card or to avoid RCC and the state purchasing guidelines.
3. Each P-card will also have a limit on the number of transactions allowed per day and per month. These limits will be based on the type of work performed by the cardholder and the needs associated with that position.

4. Any and all P-card orders must be shipped complete. When placing an order, check with the supplier to be sure all items are available. **No backorders are allowed.**
5. Tax will be applied to all taxable orders even if the item is sold as tax exempt from out-of-state vendors. We have to pay sales tax to the NC Department of Revenue

Security

The cardholder is responsible for the security of the card at all times and should treat the card's security as if it were his/her own. The cardholder should be the ONLY person using the card. No purchase is allowed by another employee, a family member, a friend or any other individual.

If the card is lost or stolen, the cardholder must immediately notify Bank of America at 1-888-449-2273. Then the cardholder must notify the RCC P-card Coordinator Sharon Reynolds at 633-0234.

The RCC P-card Coordinator can authorize a new card to replace the lost or stolen one after he/she has received confirmation that the old card has been reported as missing. In the event that the old card is found, the card must be cut in half and turned in to the RCC P-card Coordinator immediately. The RCC P-card Coordinator will destroy the old card.

State Contract Items

It is RCC's policy to purchase items that are on state contract from a contract supplier. Remember that it is the item on contract, not the supplier. Items are not brand specific. For example, if you wanted to purchase a Nikon digital camera but state contract had only Minolta, you would be required to purchase the Minolta from the state contract.

Competition

Purchases up to $5,000 do not need written quotes or bids. However, RCC's purchasing policy encourages competition at all levels and thus encourages the cardholder to seek competition wherever possible.

Printing Services

Printing orders must be approved by both Marketing and Duplicating before contacting an outside supplier.

Equipment

RCC defines equipment as any item that has a total cost of $1,000 or more including tax and shipping charges. **Equipment cannot be purchased with the P-card.**

Items under $1,000 that are considered “high theft”, such as TV’s or VCR’s, may be purchased with the P-card. The cardholder is responsible for maintaining a file on these type items. The file should include the make, model, serial number, description, original cost and a copy of the original receipt.

Items below $1,000 are not tracked by RCC as inventory items. However, in the event of lost or stolen items, the cardholder will be responsible for assisting in locating the item or in the insurance process.

Non-Allowable Transactions

Transactions listed below are examples of items that cannot be purchased with the p-card. The list is intended as examples only and is not intended to be all-inclusive. If questions arise about a transaction, contact the RCC P-card Coordinator for guidance.

- Personal purchases
- Vehicle repairs
- Maintenance of service agreements
- PSA payments
- Gasoline (except for the fuel card program)
- Meals
- Entertainment
- Flowers or other gifts
- Invoices for items that were not originally purchased with the p-card
- Registration fees
- Membership or Dues
- A single transaction that exceeds the p-card limits
- Any travel related purchase
- Cash advances
- Alcoholic beverages
- Telephone calls or monthly telephone service
- Equipment items or enhancements to equipment.
- Airfare/Hotel (Travel Card is available once travel authorization is approved – contact Assistant to the VP of Administrative Services at 633-0288).

Note: A cardholder who makes an unauthorized purchase or otherwise uses the p-card in a careless manner will be liable for the total purchase amount of the non-allowable purchase plus any additional fees charged by the bank in connection with the misuse of the card. In addition, the cardholder is subject to disciplinary action according to the RCC Policies and Procedures Manual.

P-card Restrictions

Some departments may have a special need for a p-card that is above and beyond normal, everyday purchases. In these instances, the p-card(s) can be restricted to certain Merchant Category Codes. For any specific needs, contact the RCC P-card Coordinator.

For example, a card can be restricted to a Merchant Category Code that permits only the purchase of food products.

Making a P-card Purchase

The cardholder must be familiar with all state and RCC purchasing policies pertaining to the allowable dollar amounts, competition, HUB suppliers and state contracts. See the State Purchase and Contract purchasing manual at www.doa.state.nc.us/PandC to determine the items that are on state contract PRIOR to making your purchase. Any questions regarding items on state contract should be directed to the Purchasing Agent.

The cardholder must seek as many competitive quotes as feasible for the item(s) being purchased.

Steps to Completing a Transaction:

1. Check to see if the item(s) to be purchased are on state contract. If so, select your supplier from the contract.
2. Determine if there are any HUB suppliers that can meet your requirements. RCC and the State of North Carolina encourage the use of HUB suppliers whenever possible. A list of suppliers can be reviewed on the HUB website at http://www.ips.state.nc.us/ips/vendor/vndpub. Whenever possible, solicit at least three suppliers. Any faxed or written quotes received must be maintained in the cardholders file in the event that there is a pricing discrepancy or dispute with the supplier.
3. Confirm that the selected supplier will accept the P-card.
4. Be sure that ALL items ordered are in stock and will ship as one complete shipment. Remember that no backorders are allowed on P-card purchases.
5. Provide the supplier with shipping instructions. These include:

a. Put the words "P-card purchase" on the shipping label.
b. Provide the supplier with RCC's shipping address. **No order can be shipped to the cardholder's home address or to any other alternate address.** The correct shipping address is 629 Industrial Park Avenue, Asheboro, NC 27205; the Archdale campus shipping address is 110 Park Drive, Archdale, NC 27263. ESTC's address is 3659 Old Cedar Falls Road, Randleman, NC 27317.
c. Shipping and receiving may have the package delivered directly to the Archdale Campus or to the ESTC, when feasible. It is the cardholder's responsibility to account for the items shipped and verification of the purchase itself.

6. If the purchase is from a HUB supplier, send an email notice of the suppliers name to the RCC P-card Coordinator. He/she tracks HUB purchases on a quarterly basis and needs to be able to identify HUB purchases made on the P-card.

Receiving and Record Keeping

It is the cardholder's responsibility to receive and maintain all necessary records of any and all transactions made on his/her card. The cardholder will use all receipts, credit memos, invoices, shipping documents and packing slips to verify the cardholder's monthly statement.

If the cardholder makes an over-the-counter purchase, he/she must get an itemized charge receipt from the supplier. Any sales tax, delivery or installation is to be included on the charge receipt. The cardholder will then sign the charge receipt slip.

There may be times that someone other than the cardholder actually receives the items ordered. The cardholder should notify that person in advance of the shipment arriving at RCC and explain the process to him/her. Regardless of who receives the shipment, the cardholder is ultimately responsible for obtaining all documentation related to the purchase and verifying that the documentation complies with the requirements of this procedure.

Reconciliation of Monthly Statements

Cardholder – At the end of each billing cycle, the cardholder will receive a monthly memo statement that lists all charges against his/her card. The cardholder is responsible for verifying the statement to be sure that it is correct. He/she will use the receipts file that has been maintained during the month to verify each transaction listed. If the cardholder does not have a receipt or packing slip for the transaction, he/she must attach an explanation of that transaction that includes a description of the item(s), date of purchase, vendor’s name, the amount of purchase and the reason that there is no supporting documentation on file. If the cardholder continuously does not obtain a receipt or packing slip, the cardholder will lose the use of the p-card.

If the cardholder made purchases that are not listed on the current monthly statement, the cardholder will retain all documentation in his/her file until the next monthly statement arrives. All documentation related to credits will be maintained in the cardholder’s file until the credit has been listed as a transaction on the p-card. If the purchase or credit does not appear on the monthly statement after sixty (60) days, the cardholder will notify the issuing bank at 1-888-449-2273 and the RCC P-card Coordinator at 336-633-0234.

If the cardholder does not receive a monthly statement by the end of the first week of the month, the cardholder must contact Bank of America at 1-888-449-2273 and request a faxed copy of the statement.

The cardholder will complete form SS-25 (Bank form), attach all documentation, sign the form and forward it to his/her supervisor within five (5) working days of receipt of the monthly statement each month.

Cardholder Supervisor – The supervisor will review the form for the following items:

- All purchases made by the cardholder were appropriate and allowed purchases.
- Guidelines and procedures for the P-card were followed.
- All required documentation for each transaction is attached.

The supervisor will then sign the form and forward it to Accounts Payable by the 15th of the month.

Accounts Payable – At the end of each billing cycle, RCC will receive a master P-card statement that will be used to pay all charges to RCC’s account. Accounts Payable will pay the statement in total. There will be no short pays or disputes handled through the AP area. The cardholder is responsible for assuring that credits are received from the suppliers.

Once Accounts Payable receives Form SS-25 from the supervisors, AP will enter all charges back to the individual departments. Once completed, AP will forward the form along with all back up to the RCC P-card Coordinator for auditing.

RCC P-card Coordinator – The Coordinator will randomly audit charges on each cardholder’s statement. He/she will be looking for the appropriateness of the items charges, adherence to State and RCC purchasing policies and procedures, the use of state contracts where applicable and the use of HUB suppliers. Once the audit is complete, all monthly statements will be returned to Purchasing for retention. These records are to be kept for five (5) years. These records are subject to audit by the State Purchasing Compliance Office and the State auditors.

Note: More than two reminders to the cardholder that his/her monthly statement is past due to the P-card Coordinator will be grounds for loss of P-card privileges. Any inappropriate use of the card discovered during the monthly audit performed by the P-card Coordinator, will be grounds for loss of p-card privileges.

These dates are subject to change based on the billing cycle that RCC will have. These will be corrected once the program begins.

P-card Returns and Disputes

It is the cardholder's responsibility to handle returns and disputes with the supplier.

For items that are defective, not received, received incorrectly, or a duplicate order, the cardholder will contact the supplier for resolution. The cardholder should discuss the problem with the supplier and determine the supplier's return policy. If the cardholder has not received an item that the supplier says has shipped, the cardholder should request a proof of delivery.

Corrective action must be taken immediately upon realization that there is a problem. Delays in problem resolution are unacceptable. If the problem remains unresolved at the time the cardholder receives his/her monthly statement, that purchase will be considered in dispute. The cardholder must call Bank of America at 1-888-449-2273 and follow the instructions provided to file a dispute.

If an item has been returned and a credit transaction is due, the cardholder will verify that the credit is reflected on his/her monthly statement. All applicable forms and documentation on this transaction should be attached to Form SS-25.

If the cardholder tried repeatedly to resolve an issue with a supplier and cannot get resolution to the problem, he/she should notify the RCC P-card Coordinator. The cardholder should make every effort possible by contacting the supplier a minimum of three (3) times before notifying the RCC P-card Coordinator.

Cardholder Resignation from RCC

A cardholder who has resigned from RCC employment or otherwise been separated from the college, must turn his/her card into his/her supervisor along with all current files prior to the last scheduled day of work. The P-card Coordinator will be required to sign off on the employee's exit sheet to acknowledge that the employee has turned in his/her p-card.

The supervisor will review all transactions, complete and approve form SS-25 and forward to Accounts Payable along with the month-end statement. The P-card will be sent to the RCC P-card Coordinator who will destroy the card and advise Bank of America.

Note: A P-card cannot be passed on to another employee. The employee's name is embossed on the card and can only be used by that one employee. If a p-card is needed for another employee, that employee must submit the proper paperwork as noted in the Approval Process section of these procedures.

Misuse of a P-card

Revocation – Any misuse of a RCC p-card is grounds for revocation of the card. Reasons for revocation include but are not limited to:

- ✓ Personal purchases made on the RCC p-card.
- ✓ Proper purchasing procedures were not followed for any purchase transaction.
- ✓ Cardholder has had items shipped to an address other than the Asheboro, Archdale, or ESTC address without prior permission.
- ✓ Cardholder exceeds his/her card limits.
- ✓ Cardholder makes single transaction purchases larger than the allowed dollar amount.
- ✓ Cardholder has not submitted Form SS-25 and proper documentation on time for more than two (2) months. These occurrences are not consecutive months. These occurrences are more than two since the card was issued to that cardholder.
- ✓ Cardholder is reminded more than two (2) times in any given month that he/she has not submitted Form SS-25 and all documentation. If Form SS-25 is not received within the timeframe allotted, Accounts Payable will send an email to the cardholder and copy the RCC P-card Coordinator to submit his/her report within one (1) day. If the cardholder does not respond, Accounts Payable will send a reminder email to the cardholder and the cardholder's supervisor and copy the RCC P-card Coordinator that the report is past due and must be

submitted within 24 hours. If the cardholder still fails to respond by submitting the form, his/her card will be revoked.

- ✓ Any other abuse of the card or failure to follow prescribed procedure will be cause for revocation.

In the event that a p-card must be revoked, the RCC P-card Coordinator will notify Bank of America to cancel the card. Accounts Payable will also be notified. The Coordinator will document the reason(s) that the card was revoked for that cardholder. The cardholder and/or his/her supervisor will be responsible for verifying the last monthly statement and submitting the proper documentation.

If a p-card has been revoked, the cardholder must wait a minimum of one (1) year before re-applying. Re-authorization is not guaranteed. The P-card is a privilege, not a right.

Dismissal – During the monthly audits performed by the RCC P-card Coordinator, cardholders will be notified of any transactions that did not meet proper purchasing procedures. This will include purchases that should have been from a state contract supplier, purchases that exceeded the limit, etc. If the cardholder does not adhere to these notifications and repeatedly misuses the p-card, it will be grounds for discipline. The RCC P-card Coordinator will provide a written notification to the cardholder's supervisor and to Human Resources of the repeated abuse of the card. The supervisor will discipline the cardholder as appropriate. After two written warnings of abuse, the cardholder may subject to dismissal.

Any gross misuse of the p-card may be grounds for immediate dismissal.

HUB Reporting

Each month, the RCC P-Card Coordinator will run an electronic report from the website provided by Bank of America on all suppliers that had transactions on the p-card. The report will be reviewed for HUB suppliers that should be included on the quarterly HUB report. It is understood that the RCC P-Card Coordinator may not know the status of all suppliers used but will make every attempt to identify as many as possible. A file will be maintained in the Purchasing Department of all known HUB suppliers. As new HUB suppliers are identified, they will be added to this list for future references.

RCC P-Card Coordinator's Monthly Audits

Each month, the RCC P-Card Coordinator will audit each cardholder's statements. If there is a question on any transaction, an email will be sent to the cardholder requesting information or explanation. The cardholder will respond to the email within 48 hours. All information or documentation received by the Coordinator will be attached to the cardholder's statement.

The P-card Coordinator will advise cardholders of items that should have been purchased from state contract, that should have been bid, etc. These email notices will be attached to the appropriate monthly statement. The RCC P-card Coordinator will maintain a file with all correspondence related to the p-card filed by cardholder's name. In the event that a general email or communication is sent to all cardholders, that information will be filed in a general file.

RCC P-card Application and Employee Agreement

I, ______________________________ (printed employee name), hereby request a RCC P-card. As a p-card holder, I agree to become familiar with the overall state and RCC purchasing policies including the P-card policy.

(Print Name) (Signature) (Date of Application)

** ** * * * * * * * * * * * * * * * * * *

Based on the training that I received on ______________________, I agree to comply with all policies referenced in the P-card Policy manual ad the terms and conditions that follow:

- I understand that I will be making financial commitments on the behalf of RCC and obligating RCC to make such payments. I understand that RCC is liable for such transactions.
- I will adhere to RCC and the State of North Carolina's guidelines and policies for competition.
- I will make decisions that are in the best interest of RCC and strive to seek the best source available to provide for the needs of my responsibilities for RCC.
- I agree to use the RCC P-card only for approved purchases that are required at RCC and will not use the p-card to make any personal purchases. I accept complete financial responsibility for reimbursement to RCC for any non-allowable purchases.
- I understand and agree that the RCC P-card Coordinator and my supervisor will audit the monthly statements associated with my p-card and that he/she will take appropriate action on any discrepancies.
- I have read and understand the proper procedures for use of the p-card and agree to be bound by those procedures.
- I understand that failure to comply with all applicable policies and procedures may lead to the revocation of my p-card or some other disciplinary action up to and including dismissal from RCC's employment.
- I agree to return the p-card to my supervisor immediately upon request or upon termination of my employment.
- If the p-card is lost or stolen, I agree to immediately report such loss to Bank of America at 1-800-822-5985, option 2 and to the RCC P-card Coordinator.

Signature Date

Employee name (please print full name)

Employee Social Security Number P-card Account Number (To be Assigned)

RCC Campus Department

Building Room # Telephone #

Supervisor's Name (please print) Supervisor's Signature/Date

VP of Division's Name (please print) Signature/Date

Controller (please print) Signature/Date

Instructions for Procurement Card Monthly Statements
Form SS-25

Each month every procurement cardholder will receive a monthly memo statement from BOA. Each cardholder will reconcile the statement with receipts, credit memos, etc received from the monthly purchases. Form SS-25 is due to Accounts Payable no later than the 10th of the month. Delinquent cardholders will be subject to discipline.

Steps to Reconciliation

1. Match each transaction line on the monthly statement with the receipts, packing slips, etc that you have received during the month.
   a. If you do not have proper paperwork for a transaction, you must include a memo stating what the purchase was for and why there is no original documentation on file.
2. Complete for SS-25.
   a. In the Account to be Charged column, list the account number that the transaction should be charged to. List only the current account codes. No old codes should be listed. The account code should be XX-XXX-XX-XXXXXX-XXXXX.
   b. In the Description Column, write a brief description of the items purchased for that account number.
   c. In the Amount column, write the total amount from your statement that should be charged to that account number.
3. Sign and date the form at the bottom as cardholder. Be sure to include your phone number.
4. Forward the form to your supervisor for approval. Approval MUST be received prior to forwarding the form to Accounts Payable.
5. Forward the completed form along with the monthly statement and attached receipts to Accounts Payable no later than the 10th of the month.

Notes:

- A separate form should be used for each Accounts Payable TYPE. State funds start with 1. County funds start with 2. Special funds start with 0.
- If multiple forms are used, the totals on all forms submitted must equal the total on the monthly statement.
- If receipts are small and apt to get lost, tape them to an 8 ½ X 11 piece of paper.
- It is the cardholder’s responsibility to reconcile each monthly statement and to handle disputes with suppliers.
- Any questions concerning this form should be directed to the RCC P-card Coordinator or the Accounts Payable.

Randolph Community College
PO Box 1009 Asheboro, NC 27204-1009 (336) 633-0234 FAX (336) 629-0269

Re: NORTH CAROLINA E-PROCUREMENT SYSTEM

The College is an active participant in the North Carolina E-Procurement System and we are encouraging our vendors to register with the State to insure receipt of future purchase orders. Our goal is to use the system at 100% capacity.

Please log on to the NC at Your Service web site for instructions on how to register your company. The website is:

http://vendor.ncgov.com

or you may reach a representative at 888-211-7440 who will assist you with your registration.

In the future, we will not be able to create a purchase order to your company if you are not registered. We look forward to conducting business with you. If we can be of any assistance in your registration process please do not hesitate to contact Sharon Reynolds at 336-633-0234, spreynolds@randolph.edu.