

**Randolph Community College
Procurement Manual**

***2024–2025 Edition***

―――――――――――――――――――――――――

**RCC Procurement Office**

Contact Information

Phone: 336-633-0269 or 336-633-0234

Email: invoices@randolph.edu

Prepared by the Office of College Services
Randolph Community College

|  |
| --- |
|   |

Table of Contents

[1. Introduction 7](#_Toc195517683)

[Statutory Authority and Compliance 7](#_Toc195517684)

[Ethical Behavior in Procurement 8](#_Toc195517685)

[Key Principles of Ethical Procurement 8](#_Toc195517686)

[1.1 Overview 8](#_Toc195517687)

[1.2 Purchasing Thresholds or Delegations 9](#_Toc195517688)

[1.3 Small Purchases ($5,000 and Under) 9](#_Toc195517689)

[1.4 Informal Bidding ($5,001 – $30,999) 9](#_Toc195517690)

[1.5 Formal Bidding ($31,000 – $100,000) 9](#_Toc195517691)

[1.6 Purchases Over $100,001 10](#_Toc195517692)

[2.0 State Contracts and E-Procurement 10](#_Toc195517693)

[2.1 Overview 10](#_Toc195517694)

[2.2 Statewide Term Contracts 10](#_Toc195517695)

[What Are Statewide Term Contracts? 10](#_Toc195517696)

[Contract Types 11](#_Toc195517697)

[2.3 NC E-Procurement System 11](#_Toc195517698)

[Steps in the E-Procurement Process 12](#_Toc195517699)

[2.4 Key Features of NC E-Procurement 12](#_Toc195517700)

[Vendor Registration for NC E-Procurement 12](#_Toc195517701)

[2.5 Waivers of Competition 13](#_Toc195517702)

[2.6 Special Purchasing Categories 13](#_Toc195517703)

[Information Technology (IT) Purchases 13](#_Toc195517704)

[Emergency and Pressing Need Purchases 14](#_Toc195517705)

[Construction Related Services 14](#_Toc195517706)

[Purchasing Flexibility 14](#_Toc195517707)

[2.8 Procurement Process Flowchart 14](#_Toc195517708)

[3.0 Compliance and Audit 15](#_Toc195517709)

[4.0 Purchase Order Payment Processing 16](#_Toc195517710)

[4.1 Overview 16](#_Toc195517711)

[4.2 Purchase Order (PO) Requirements 16](#_Toc195517712)

[When is a PO Required? 16](#_Toc195517713)

[Exceptions (Direct Pay Transactions) 16](#_Toc195517714)

[Direct Payment and P-Card Purchase Approval 17](#_Toc195517715)

[4.3 Invoicing and Payment Processing 17](#_Toc195517716)

[Vendors must submit detailed invoices that include: 17](#_Toc195517717)

[Approval and Payment Timeline 17](#_Toc195517718)

[4.4 Common Issues That Delay Payments 17](#_Toc195517719)

[4.5 Procurement Cards (P-Cards) and Payment Processing 18](#_Toc195517720)

[P-Card Use Cases 18](#_Toc195517721)

[P-Card Restrictions 18](#_Toc195517722)

[Receiving and Inspection of P-Card Goods 18](#_Toc195517723)

[4.6 Vendor Disputes and Resolutions 19](#_Toc195517724)

[Summary 19](#_Toc195517725)

[5.0 Special Categories of Purchases 19](#_Toc195517726)

[5.1 Overview 19](#_Toc195517727)

[5.2 Procurement Process: 20](#_Toc195517728)

[6.0. Equipment and Capital Asset Purchases 20](#_Toc195517729)

[6.1 Capitalized vs. Non-Capitalized Equipment 20](#_Toc195517730)

[6.2 Procurement Process for Equipment 21](#_Toc195517731)

[Receiving & Asset Tagging 22](#_Toc195517732)

[7.0 Printing, Publications, and Advertising 22](#_Toc195517733)

[7.1 Printing and Copying Services 22](#_Toc195517734)

[7.2 Advertising and Public Notices 22](#_Toc195517735)

[8.0 Purchasing Guidelines for Capital Improvement/R&R/Construction Projects 22](#_Toc195517736)

[8.1 LESS THAN $30,000 for minor repair and renovation (Informal Projects): 22](#_Toc195517737)

[8.2 $30,000-$499,999.99 for repairs, renovations and construction (Informal Projects): 23](#_Toc195517738)

[8.3 Facilities and Maintenance equipment and Supplies 28](#_Toc195517739)

[Supplies and Equipment purchases which do not include services will be purchased in the same manner as all other equipment and supplies. 28](#_Toc195517740)

[9.0 Grant and Federally Funded Purchases 28](#_Toc195517741)

[9.1 Compliance Requirements for Grant Purchases 28](#_Toc195517742)

[10.0 Disposal of Surplus Property 29](#_Toc195517743)

[10.1 Overview 29](#_Toc195517744)

[11.0 Surplus property includes: 29](#_Toc195517745)

[11.1 Process for Declaring Surplus Property 29](#_Toc195517746)

[11.2 Disposal Methods 30](#_Toc195517747)

[11.2.1 Transfer to Other Agencies 30](#_Toc195517748)

[11.2.2 Sale Through State Surplus Property Agency (G.S. 115D-15) 30](#_Toc195517749)

[11.2.3 Cannibalization and Recycling 30](#_Toc195517750)

[12.3 Special Cases for Disposal 30](#_Toc195517751)

[12.3.1 Off-Site Equipment 30](#_Toc195517752)

[12.3.2 Vehicles 31](#_Toc195517753)

[12.4 Surplus Property Sales Compliance and Audit Requirements 31](#_Toc195517754)

[All funds received from the sale of disposed items will be returned to the fund source initially used to pay for the supplies or equipment. 31](#_Toc195517755)

[13.0 Vendor Relations and Compliance 31](#_Toc195517756)

[13.1 Overview 31](#_Toc195517757)

[13.2 Vendor Registration and Requirements 32](#_Toc195517758)

[NC eProcurement Registration 32](#_Toc195517759)

[13.2.1 Vendors are generally selected based on the following criteria however situational criteria may also be considered. 32](#_Toc195517760)

[13.3 Vendor Performance and Compliance 32](#_Toc195517761)

[13.3.1 Monitoring Vendor Performance 32](#_Toc195517762)

[13.3.2 Vendor Complaints and Resolution Process 32](#_Toc195517763)

[13.4 Vendor Ethics and Compliance Policies 33](#_Toc195517764)

[13.4.1 Ethical Standards in Procurement 33](#_Toc195517765)

[13.5 Vendor Debarment and Suspension 33](#_Toc195517766)

[13.6 Vendor Payments and Invoicing 33](#_Toc195517767)

[Payment Process 33](#_Toc195517768)

[14.0 Internal and External Bid Protest Procedures 33](#_Toc195517769)

[14.1 Vendor Protest Procedures 33](#_Toc195517770)

[14.1.1 Internal Bid Protest Procedure (for bids under $100,000) 34](#_Toc195517771)

[14.1.2 External Bid Protest Procedure (for bids $100,000 and above) 35](#_Toc195517772)

[15.0 Record Keeping and Audits 36](#_Toc195517773)

[15.1 Overview 36](#_Toc195517774)

[15.1.2 Procurement and Financial Records Retention 36](#_Toc195517775)

[15.1.2.1Required Procurement Documents 36](#_Toc195517776)

[16.0 Equipment and Inventory Tracking 36](#_Toc195517777)

[16.1 Annual Equipment Audits 36](#_Toc195517778)

[16.2 Audit Requirements 37](#_Toc195517779)

[Internal Audits 37](#_Toc195517780)

[16.3 External Audits 37](#_Toc195517781)

[17.0 Reporting and Compliance Deadlines 37](#_Toc195517782)

[17.1 Key Reporting Deadlines 37](#_Toc195517783)

[18.0 Public Records and Confidentiality 38](#_Toc195517784)

[18.1 Public Records Requests 38](#_Toc195517785)

[19.0 Appendices 38](#_Toc195517786)

[19.1 Overview 38](#_Toc195517787)

[19.2 Glossary of Procurement Terms 38](#_Toc195517788)

[19.3 Acronyms and Abbreviations 40](#_Toc195517789)

[19.4 Forms and Templates 41](#_Toc195517790)

[19.5 Key Procurement Websites 41](#_Toc195517791)

[20.0 Procurement Card Policy 43](#_Toc195517792)

[20.1 Introduction 43](#_Toc195517793)

[20.2 Policy Scope 44](#_Toc195517794)

[20.3 Card Issuance 44](#_Toc195517795)

[20.4 Card Renewal and Changes 44](#_Toc195517796)

[20.5 Lost or Stolen Card 45](#_Toc195517797)

[20.6 Card Inactivity 45](#_Toc195517798)

[20.7 Procurement Card (P-Card) Use 45](#_Toc195517799)

[20.8 Return of Goods Purchased 47](#_Toc195517800)

[20.9 Authorized and Unauthorized use of the P-Card 47](#_Toc195517801)

[20.9.1 Authorized Purchases 48](#_Toc195517802)

[20.9.2 Unauthorized Purchases 48](#_Toc195517803)

[20.10 Purchasing Flexibility 49](#_Toc195517804)

[20.11 Policy Enforcement 49](#_Toc195517805)

[20.11.1 Minor Violations 50](#_Toc195517806)

[20.11.2 Major Violations 50](#_Toc195517807)

[20.11.3 Criminal Activity 50](#_Toc195517808)

[20.12 Procurement Training Requirements 50](#_Toc195517809)

[20.12.1 Procurement Cardholders 50](#_Toc195517810)

[20.12.2 NC e-Procurement Requisition Approvers 50](#_Toc195517811)

[20.12.3 Emburse / Chrome River Users 51](#_Toc195517812)

[21.0 Version History 51](#_Toc195517813)

# 1. Introduction

This manual serves as a guide for the procurement of goods and services, attempting to ensure that all purchases align with the regulations and requirements set forth by the North Carolina Department of Administration, Division of Purchase and Contract (P&C), North Carolina Community College System Office, and Randolph Community College. As mandated by General Statute 115D-58.5, all acquisitions, including equipment, materials, supplies, and services (excluding information technology and construction related purchases) must comply with approved contracts and competitive purchasing principles. Construction and Technology related purchases may be discussed however the North Carolina Office of State Construction and North Carolina Statewide IT Procurement (Also known as the NC Department of Information Technology) are the final authority on those types of procurements. Requirements concerning these procurements are set by the related agencies and Randolph Community College internally.

The procurement process is structured around transparency, integrity, and accountability, promoting ethical purchasing practices that encourage competition at all levels of expenditure. Where competition is not feasible, appropriate documentation and justification are required to ensure compliance with state procurement laws. This manual also provides guidance on the acquisition process through outright purchase, rental, lease, or lease-purchase agreements, ensuring that institutions secure the best value while maintaining fiscal responsibility.

By following the policies and procedures outlined in this manual, RCC can efficiently manage procurement activities while upholding the highest standards of fairness and efficiency in purchasing operations.

### Statutory Authority and Compliance

The procurement policies outlined in this manual adhere to the statutory requirements established by North Carolina General Statutes (NCGS), particularly General Statute 115D-58.5, which mandates that all community colleges procure supplies, equipment, materials and services through contracts approved by the North Carolina Department of Administration, Division of Purchase and Contract (P&C). This statutory framework ensures compliance with state purchasing laws, competitive bidding processes, and financial accountability.( NC G.S. § 143-49)

In addition to state regulations, procurement activities must align with the North Carolina Administrative Code (NCAC), which provides further guidelines on purchasing methods, contract requirements, and procurement thresholds. The North Carolina Community College System (NCCCS) also establishes policies that govern procurement activities to ensure fiscal responsibility and adherence to best practices.

Randolph Community College must ensure that all purchasing decisions comply with state-mandated competitive procurement practices, fostering transparency and efficiency in public spending. Where competition is not viable, detailed justification and documentation must be provided to validate exceptions. This approach guarantees that procurement activities remain ethical, cost-effective, and aligned with North Carolina's public procurement laws and institutional policies.

### Ethical Behavior in Procurement

Ethical behavior in procurement is essential to maintaining public trust, ensuring transparency, and upholding fairness in the acquisition of goods and services. All individuals involved in the procurement process at Randolph Community College must adhere to the highest standards of integrity, impartiality, and accountability to prevent conflicts of interest, favoritism, and unethical practices.

### Key Principles of Ethical Procurement

* **Fairness and Impartiality** – All vendors must be given equal opportunity to compete for contracts. Procurement professionals must ensure that no preferential treatment is provided to any individual, business, or organization.
* **Transparency and Accountability** – Procurement activities must be conducted openly, with clear documentation of decisions, supplier evaluations, and award justifications. Records should be maintained to support audits and reviews.
* **Avoidance of Conflicts of Interest** – Employees involved in procurement must disclose any relationships or interests that could influence their decision-making. Personal gain from procurement activities is strictly prohibited.
* **Compliance with Laws and Policies** – All procurement activities must align with North Carolina’s General Statutes, Administrative Code, and institutional policies to ensure legality and compliance with ethical standards.
* **Prohibition of Gifts and Incentives** – Vendors and suppliers must not provide gifts, favors, or financial incentives to procurement officials. Accepting such benefits can compromise integrity and create undue influence over purchasing decisions.
* Responsible Use of Public Funds – Procurement decisions must prioritize cost-effectiveness, efficiency, and quality, ensuring the best value for taxpayer dollars while meeting institutional needs.
* **Confidentiality** – Sensitive information regarding procurement decisions, vendor proposals, and financial negotiations must be protected and not disclosed to unauthorized individuals.
* By adhering to these principles, procurement professionals ensure that purchasing activities remain fair, competitive, and free from corruption. Ethical procurement practices reinforce public confidence and contribute to the responsible stewardship of institutional resources.

## 1.1 Overview

The purchasing process at Randolph Community College (RCC) is designed with the goal of ensuring compliance with North Carolina General Statutes (G.S. 115D-58.5), NC Administrative Code, and state procurement policies. This section outlines the purchasing methods and associated thresholds to maintain fairness, transparency, and fiscal responsibility.

## 1.2 Purchasing Thresholds or Delegations

Purchasing thresholds determine the appropriate procurement procedures required for each transaction based on the total cost (including taxes, shipping, and handling).

Additionally, information technology (IT) purchases have separate thresholds that do not apply to community colleges, and federal or grant-funded purchases may require additional compliance steps.

The following procurement methods are used based on the purchase amount and nature of goods or services. (This process does not cover Information Technology or Construction related purchases)

## 1.3 Small Purchases ($5,000 and under)

* Departments are encouraged but not required to obtain competitive quotes to ensure the best value.
* Quotes may be gathered via email, phone, vendor websites, or catalogs.
* No formal bidding is required; however, documentation of pricing and vendor selection is recommended.

## 1.4 Informal Bidding ($5,001 – $30,999)

* Informal competition may be required for purchases in this range.
	+ Formal Bidding may be required if it is in the best interest of the college which will be decided by the Director of College Services and CFO.
* At least three quotes should be obtained, if practical.
* Quotes can be received via email, online vendor pricing, or phone documentation.
* At least one Historically Underutilized Business (HUB) vendor should be contacted when possible.
* If a Waiver of Competition is requested, justification must be documented.

## 1.5 Formal Bidding ($31,000 – $100,000)

* Requires formal competition through an RFQ (Request for Quote) or IFB (Invitation for Bid).
* A written solicitation document must be prepared and submitted to vendors. This will be completed by the Procurement Department with input from the requesting department.
* The solicitation must be posted for a minimum of 10 days.
* Responses must be sealed bids and submitted by a specified deadline.
* Purchasing staff reviews bid tabulations and evaluations before awarding contracts.
* The estimated time frame is 1 month from beginning to contract award.

\*\*The Procurement Department should be contacted prior to this process being started to review contracts and provide guidance.

## 1.6 Purchases Over $100,000

* Mandatory submission to the NC Division of Purchase & Contract (P&C) for review and approval.
* A formal solicitation (RFP, IFB, or RFQ) is required.
* The RCC Procurement Department will draft the solicitation document with the requesting department’s assistance.
* The draft will be sent to the NC Division of Purchase & Contract (P&C) for review and approval before posting and before awarding any contracts.
* The bid must be posted for a minimum of 10 days with a question-and-answer period included.
* RCC will review the responses and make a recommendation to award the contract that is submitted to the state with justification based on the selection criteria in the solicitation documents.
* The estimated time frame is 1-3 months for goods and 3-6 months for services. from beginning to contract award.
* The Attorney General’s Office must review purchases exceeding $1,000,000.

\*\*The Procurement Department should be contacted prior to this process being started to review contracts and provide guidance.

# 2.0 State Contracts and E-Procurement

## 2.1 Overview

Randolph Community College (RCC) follows the North Carolina Procurement System, which requires institutions to leverage Statewide Term Contracts (STCs) and the NC E-Procurement System for purchases whenever applicable. This section details the types of state contracts, their use, and the procurement processes within the NC E-Procurement System.

Using state contracts helps ensure cost savings, compliance, and efficiency while utilizing NC-approved vendors. The NC E-Procurement system provides a streamlined, electronic method for processing purchases, maintaining records, and ensuring procurement compliance.

## 2.2 Statewide Term Contracts

### What Are Statewide Term Contracts?

Statewide Term Contracts (STCs) are pre-negotiated agreements between the North Carolina Department of Administration’s Division of Purchase & Contract (P&C) and approved vendors. These contracts provide competitive pricing, standardized terms, and reliable vendor selection for commonly purchased goods and services.

Benefits of Using Statewide Term Contracts:

* Cost Savings – Leveraging bulk purchasing power reduces costs.
* Compliance – Ensures purchases follow NC General Statutes and Administrative Code.
* Streamlined Procurement – Reduces bid solicitation time.
* Vendor reliability is a key benefit of using statewide term contracts. These vendors have been vetted and approved by the state.
* Standardized Terms – Clear expectations regarding pricing, delivery, and service levels.

### Contract Types

A. State Term Contracts (STC)

* **Mandatory Contracts**: Some goods and services must be purchased through NC State Term Contracts (STC). These mandatory State Term contracts must be used unless you can provide justification, or you can find a substantially similar item that costs less after all fees are considered in which case you can use Purchasing Flexibility.
* **Convenience Contracts**: These can be used if they provide a competitive advantage.

B. Community College System Contracts

* System Office contracts, also called Agency Specific contracts, are typically convenience contracts however some are mandatory. The definitions of convenience and mandatory contracts are the same as in the prior section.

C. Department of Information Technology(DIT) Contracts

* These contracts are all convenience contracts for the Community Colleges we are not required to use the DIT but they are an option for IT procurements.

\*\* When using Purchasing Flexibility, the cardholder or requester must compare contract and non-contract pricing, document the justification, and submit it with the purchase approval and reconciliation.

**2.**3 **NC E-Procurement System**

NC E-Procurement is an online purchasing platform used by North Carolina public agencies to:

* Automate procurement.
* Track spending.
* Ensure compliance with state purchasing policies.

The NC E-Procurement System provides:

* Access to Statewide Contracts
* Electronic Requisition and Approval Processes
* Audit, Tracking, & Reporting Tools
* Integration with the NC Division of Purchase & Contract (P&C)

### Steps in the E-Procurement Process

Requisition Entry

* Users enter a requisition in the NC E-Procurement System.
	+ Required fields include vendor name, item description, quantity, and estimated cost.
* The requisition flows through the established approval flow for departmental and budgetary approval and terminates with the Procurement Department for compliance review.
* Purchase Order (PO) Creation, P-Card Use Approval, or Direct Pay Approval (If the requisition is fully approved)
	+ If a purchase order is created, the purchase order is sent to the vendors chosen email or fax number that the vendor set up when they registered for e-Procurement through an automated process.
	+ If a p-card is approved for use language will be put into the requisition denial indicating that a PO will not be created and a p-card will be used to pay.
	+ If Direct Pay is approved language will be put into the requisition denial indicating that the requisition and invoice will be used to pay.
* Order Fulfillment
	+ The vendor processes the order and ships the items.
* Receiving and Invoice Approval
	+ The Procurement Department receives and confirms receipt of all items shipped to the main Campus.
	+ Deliveries sent to the Archdale Campus or Emergency Services Training Center will need to be verified by the department receiving the items. After verification the department should notify Procurement by phone or email to invoices@randolph.edu.
	+ Invoices are matched with the PO and submitted for payment processing after verifying the receipt of the invoice items and all fields on the purchase order.

All invoices received by the requisitioner or ordering department must be sent to invoices@randolph.edu.

## 2.4 Key Features of NC E-Procurement

### Vendor Registration for NC E-Procurement

To sell goods or services to community colleges, vendors should:

* Register in the NC E-Procurement System.
* Accept the State of North Carolina's Terms & Conditions.
* Agree to electronic invoicing and payment processing.

## 2.5 Waivers of Competition

Approval from the RCC Purchasing Department **or** Division of Purchasing and Contracts Administration is required for waivers depending on delegation. Emergency Purchase Requests must be submitted and approved prior to purchase when possible. In truly urgent situations, post-purchase justifications may be accepted but must be submitted immediately following the transaction. Written justification will be required if the form is filled out after the purchase has been made. Written justification must have a basis in one of the following categories to be considered.

**Acceptable State justifications for a waiver of competition with written justification.**

1. Emergency Purchases: Urgent needs requiring immediate action.
	1. An RCC Emergency Purchase Request form is required for this option.
2. Pressing Need: Unforeseen delays or disruptions affecting operations.
	1. An Emergency Purchase Request form is required for this option.
3. Performance or price competition is not available
4. A needed product or service is available from only one source of supply
5. Emergency action is indicated
6. Competition has been solicited but no satisfactory offers were received
7. Standardization or compatibility is the overriding consideration
8. A donation predicates the source of supply
9. Personal or particular professional services are required
10. A particular medical product or service, or prosthetic appliance is needed
11. A good or service is needed for the blind or severely disabled and there are overriding considerations for its use
12. Additional products or services are needed to complete an ongoing job or task
13. Products are bought for "over the counter" resale
14. Equipment is already installed, connected and in service, and it is determined advantageous to purchase it.
15. Goods are subject to rapid price fluctuation or immediate acceptance
16. There is evidence of resale price maintenance or other control of prices, lawful or unlawful, or collusion on the part of companies which thwarts normal competitive procedures
17. The amount of the purchase is too small to justify soliciting competition or a purchase is being made, and a satisfactory price is available from a previous contract.

## 2.6 Special Purchasing Categories

### Information Technology (IT) Purchases

* IT purchases are required to have RCC IT Department approval.
* IT Purchases may be reviewed by NC Department of Information Technology (DIT) if RCC chooses to utilize them. This is not a requirement for community colleges.
* NC DIT should not be consulted without the consent of the RCC IT or Procurement Departments.

### Emergency and Pressing Need Purchases

* Must be documented and approved by the Director of College Services and VP of Operations using the form or their delegate.
* A written justification must explain why normal procurement processes could not be followed.

### Construction Related Services

* The State Construction Office will be the authority followed for all construction related services.
* The Facilities Department will be responsible for ensuring these rules are followed and will be the main point of contact for construction-related services.

### Purchasing Flexibility

When choosing to purchase contract commodities or services from a non-contract vendor, requesters must document contract and non-contract pricing; document that the product or service is not available, or why the available product does not meet institutional needs when using a waiver of competition.

## 2.8 Procurement Process Flowchart

Step 1: Identify the Need (Requesting Department)

Determine if the purchase is covered under a State Term Contract.

Confirm budget availability and required approvals.

Step 2: Select Procurement Method (Requesting Department and Procurement assistance with informal and formal procurement)

Determine if the purchase falls under small, informal, or formal procurement.

Obtain quotes, bids, or RFP responses as recommended or required.

Step 3: Vendor Selection and Approval (Procurement with Requesting Department Assistance)

Evaluate vendor responses based on price, quality, and compliance.

Obtain necessary approvals from department heads, purchasing staff, and the NC Division of Purchase & Contract if required.

Step 4: Issue Purchase Order

Process requisition through NC e-Procurement. (Requesting Department)

Ensure proper documentation and vendor confirmation. (Procurement)

Build and Create Purchase Order in ERP system (Procurement)

Step 5: Receiving

Confirm delivery, inspect goods, and approve invoices for payment.

Department will confirm completion of services and notify Procurement referencing the purchase order number.

Step 6: Process payment via Accounts Payable or Procurement Card reconciliation.

* The approved payment packets will be sent to the Business Office for check writing. P-Card payments will be reconciled in Emburse with the receipt and documentation of approval to purchase.

# 3.0 Compliance and Audit

All Purchases made by RCC are subject to internal and external auditing bodies including but not limited to:

* RCC Procurement Staff
* NC Division of Purchase & Contract (P&C)
* NC Community College System Office
* State Auditing bodies
* Various Federal Auditing bodies

**Non-Compliance can result in**

* Delays in procurement approvals
* Denial of vendor payments
* Potential liability for unauthorized purchases

All purchases must adhere to state regulations, Community College System policies, RCC policies, and grant compliance rules.

Audit Examples

* Monthly audits of p-cards are conducted internally to ensure purchasing procedures are followed.
* NC Division of Purchase & Contract Compliance Audits are completed in a cycle of at least once every 3 years. This timeframe may vary, but this is the average time period set forward by the Division of Purchase & Contract.
* Non-compliance with state procurement policies could result in revocation or suspension of a state entity’s delegated purchasing authority.
* Non-compliance of policies may result in financial liability for unauthorized purchases, or the removal of purchasing privileges from individual employees with outer members of the same department being required to fulfill those purchasing process duties.

All purchasing records must be retained for audit purposes in accordance with NC Records Retention Policies.

# 4.0 Purchase Order Payment Processing

## 4.1 Overview

The purchase order (PO) and payment process at Randolph Community College (RCC) ensures fiscal accountability, compliance with North Carolina General Statutes (G.S. 115D-58.5), and adherence to NC Community College System procurement policies.

All purchases must be processed through the Procurement Department. Purchase Orders (POs) are the preferred method for acquiring goods and services. All orders must be approved **before** any commitment is made to a vendor.

## 4.2 Purchase Order (PO) Requirements

A Purchase Order (PO) is a formal legal document issued by RCC to authorize a vendor to supply goods or services and provide the vendor with a commitment that RCC will pay for the goods and services. No purchase is considered valid unless a preapproval or Emergency Purchase Request has been approved before the transaction occurs.

### When is a PO Required?

A PO is required for:

* Purchases made using Statewide Term Contracts (not related to travel)
* Capitalized equipment purchases.
* Contracted services and maintenance agreements.
* IT purchases over $25,000 unless the vendor is unwilling to register for e-Procurement.
* Grant-funded purchases, where special compliance rules may apply.

\*\*A p-card payment may be made for any approved e-Procurement requisition in lieu of a purchase order with approval from the Procurement Department documented on the e-requisition.

### Exceptions (Direct Pay Transactions)

Certain transactions do not require a PO but will be processed by the Purchasing Department:

* Utilities (electricity, water, sewer, gas, phone, internet).
* Professional membership dues and subscriptions.
* Employee travel-related payments and reimbursements.
* Accreditation and regulatory fees.
* Payments to other government entities (e.g., state or local agencies).
* Purchases made from vendors who are unwilling to set up an e-Procurement account.

For these transactions, an invoice and requisition must be submitted and subsequently approved by the Purchasing Department electronically through e-Procurement(non-travel related) or Emburse Enterprise(travel related). Preapproval is required in either case.

### Direct Payment and P-Card Purchase Approval

If a department seeks to purchase applicable goods or services under $25,000 from a vendor not listed on NC e-Procurement they must:

* Submit a requisition for approval in e-Procurement. The vendors name should be left blank in the requisition and the vendors name should be added in the comment section of the requisition.
	+ 1. Any supporting documents such as a quote or invoice should be attached to the requisition.
* Upon approval through the approval flow Purchasing will initiate payment as direct pay using the invoice and requisition, with a p-card, or authorize the requester or their delegate to use a p-card for the purchase. Appropriate language will be put in e-Procurement when Procurement denies a requisition for these purposes.

## 4.3 Invoicing and Payment Processing

### Vendors must submit detailed invoices that include:

* Purchase Order Number (PO#)
* Itemized list of goods or services provided
* Unit price, quantity, and total cost
* Shipping and handling charges (if applicable)
* Vendor contact and remittance information

### Approval and Payment Timeline

Invoices must be reviewed and approved before payment is issued.

* Standard Payment Terms: Net 30 Days (Payment is made within 30 days after invoice approval).
* Expedited Payments: In rare cases, early payment can be requested.

While this is the standard time to process an invoice for payment every effort will be made to process the payment in the least amount of time possible. Typically, payment will be remitted within 14 calendar days of the receipt of goods or completion of services.

## 4.4 Common Issues That Delay Payments

* Missing PO Number – Invoices without a PO number cannot be processed.
* Invoice Mismatch – If the invoice does not match the PO, it will require further review.
* Unauthorized Purchases – Orders made without prior approval may result in denied payment and department liability.
* Late Invoice Submission – Vendors must submit invoices within 30 days of service completion to the RCC Purchasing department via mail or email to .
* Lack of notification from the requisitioning department to Procurement of the receipt of goods or completion of services.

## 4.5 Procurement Cards (P-Cards) and Payment Processing

The Procurement Card (P-Card) program allows authorized employees to make purchases without requiring a PO. This process still requires preapproval in the form of an e-requisition, Emergency Purchase Request, or Emburse Travel Pre-Approval. The p-card provides another means to pay but does not negate any procurement policies or rules.

### P-Card Use Cases

Non-travel-related transactions must be pre-approved in e-Procurement.

* These items will be approved until the last step of the approval process when it will be denied with the appropriate comments indicating a p-card may be used to complete the purchase because a purchase order cannot or will not be submitted to the vendor.
* Travel expenses (hotel, airfare, meals, ground transportation, registration, mileage, and per diem)
* These transactions will require a pre-approval in the Emburse Enterprise application.

### P-Card Restrictions

* NO splitting purchases into multiple transactions so that limits or state purchasing guidelines are avoided.
* NO weapons.
* NO cash advances, alcoholic beverages, controlled substances, personal purchases, telephone calls, or monthly telephone service fees.
* NO gift cards/debit cards for employees (IRS regulations consider gift cards/debit cards to be a cash equivalent with a requirement to be added to an employee’s W-2 earnings as taxable income.)
* NO furniture purchases of any dollar value.
* NO laptops, tablets or software purchases of any type without prior approval. All IT related purchases must be approved by the IT Department.
* NO travel related meals State provides a subsistence rate. This rate is an allowance related to meal costs (including gratuities)
* NO gas or fuel for any vehicles. There is a separate procurement card for fuel. If you are traveling on behalf of the school and are using a fleet or rental car you may request a WEX fuel card from the Student Services area.

\*\*Each P-Card holder must submit their accurate and complete expense reports by the 21st of each month. Approvers must complete the approval process monthly by the 26th of the month.

### Receiving and Inspection of P-Card Goods

All purchases made with a p-card require verification upon receipt. The p-card holder who placed the order is responsible for:

* Inspecting goods for accuracy and damage.
* Confirming order matches the preapproval and vendor invoice.

#### Reporting discrepancies or damages to the vendor and handling the replacement or return process.

If a shipment is incorrect or damaged:

* Do NOT accept the delivery (if possible).
* Notify the vendor immediately.
* Document the issue (photos, packing slips, etc.).
* Arrange for return or replacement.

\*For additional information please review the P-card section at the end of this manual.

## 4.6 **Vendor Disputes and Resolutions**

Vendor issues such as incorrect invoicing, delivery delays, or quality complaints must be addressed promptly.

**Dispute Resolution Process:**

* The department notifies the Procurement Office of issue.
* Procurement contacts the vendor for resolution.
* If unresolved, Purchasing escalates the issue to NC Division of Purchase & Contract.
* Vendor performance is reviewed, and corrective actions may be taken.

### Summary

All purchases other than utilities require pre-approval in either e-Procurement, Emburse Enterprise, or via Emergency Purchase Request.

* Invoices must match the PO and receiving documentation before payment.
* The NC E-Procurement system is used for all major purchases.
* Unauthorized purchases may be denied and result in financial liability.
* All transactions are subject to audit and compliance review.

# 5.0 Special Categories of Purchases

## 5.1 Overview

Certain types of purchases require special handling due to their nature, funding source, or regulatory requirements. This section outlines policies and procedures for specialty procurements at Randolph Community (RCC), ensuring compliance with NC General Statutes (G.S. 115D-58.5), NC Administrative Code, and Statewide Procurement Policies.

Special categories of purchases include:

* Contracted Services (Professional, Consulting, and Maintenance Agreements)
* Professional Service Agreements (PSAs) These include:
* Legal, accounting, and auditing services
* Consulting, research, and program evaluations
* Medical and healthcare services
* Training, instructional services, and curriculum development

## 5.2 Procurement Process:

1. Develop a Scope of Work (SOW)

2. Define required services, deliverables, and timeline.

3. Gather cost information and estimate cost

4. Submit an e-Procurement requisition

5. Procurement will review the requisition once approved and start the solicitation process as needed.

* Contracts under $30,999: Informal quotes are encouraged and may be required
* Contracts $31,000+: Requires formal bidding (RFP/IFB).
* Contracts $100,000+: Requires NC Division of Purchase & Contract (P&C) approval.

6. Contract will be awarded

#### Contract Execution:

* Vendor must be registered in NC E-Procurement.
* Formal Professional Service Agreement (PSA) must be signed.
* Exemptions: Some services may be exempt from bidding under NCAC 05B.1601 if:
	+ Only one qualified provider exists (Sole Source Justification Required).
	+ The service is time-sensitive (Emergency/Pressing Need).
	+ Equipment and Capital Asset Purchases
	+ Printing, Publications, and Advertising
	+ Maintenance and Repair Services
	+ Grant and Federally Funded Purchases

# 6.0. Equipment and Capital Asset Purchases

## 6.1 Capitalized vs. Non-Capitalized Equipment

Capitalized Equipment: Items with a total acquisition cost of $5,000.00 or more. These are recorded in the institution's inventory records and are considered capital assets. ​

Non-Capitalized Equipment: Items with a total acquisition cost of less than $5,000.00. While not required, it is encouraged to enter these items into the fixed asset inventory system to maintain accurate records.

There are certain high-risk non-capital items that are required to be placed on the fixed assets inventory list. Such as:

* Data processing and networking equipment​
* Servers​
* Computers and laptops​
* Portable projectors​
* iPads and tablets​
* Firearms
* Other items in these categories may also need to be tagged and can be at the discretion of the Financial Services department. These items may include but are not limited to:
	+ - External hard drives and USB drives
		- Smartphones and mobile hotspots
		- Digital cameras and camcorders
		- Audio/visual equipment (microphones, mixers, speakers)
		- Smartboards and interactive displays
		- Portable microscopes
		- Handheld analyzers
		- GPS units
		- Surveying equipment
		- Drones
		- Precision tools (e.g., calipers, spectrometers)
		- VR headsets
		- E-learning tablets or kits
		- Portable 3D printers
		- Portable 3D scanners
		- Toolkits or field gear (e.g., for nursing, automotive, HVAC programs)
		- Power tools (drills, saws, sanders)
		- Portable generators
		- Diagnostic tools (electrical, HVAC, plumbing)
		- Radios and walkie-talkies
		- Body cameras
		- Surveillance cameras (mobile or non-fixed)
		- Key control systems
		- Emergency response kits

## 6.2 Procurement Process for Equipment

1. Budget Approval through the correct pre-approval option. (e-Procurement, Emburse Enterprise, Emergency Purchase Request)
2. Ensure funding is available and approved by the Executive Vice President & CFO/COO.
3. (Possibly)Competitive Bidding if the commodity is not on a contract and is above RCC’s Delegation
	1. Informal quotes are recommended for most purchases under $25,000 unless otherwise required by statute or internal RCC policy, such as print services over $5,000.
	2. Purchases over $25,000: Formal RFP or IFB required.
	3. Purchases over $100,000: Formal solicitation with NC P&C approval required
4. Equipment must be sourced from NC State Term Contracts (if available) unless Purchasing Flexibility applies.

### Receiving & Asset Tagging

Capital and high-risk non-capital assets must be tagged and entered into inventory database at the end of the same month they are purchased.

# 7.0 Printing, Publications, and Advertising

## 7.1 Printing and Copying Services

Printing services must comply with NC State Printing Regulations:

* All print jobs over $5,000 require at least one informal quote.
* All print jobs over $25,000 require a formal bidding process.
* RCC will use internal printing services when our equipment and capabilities allow for the desired quality.
* Using Correction Enterprises for printing is preferred if they can complete a comparatively qualitative print job.

## 7.2 Advertising and Public Notices

Includes marketing campaigns, job postings, and public notices.

* All advertising and public notices printing purchases require e-Procurement approval.
* Competitive bidding is required for contracts exceeding $30,999.

Legal notices, job postings, and public meeting announcements are exempt from formal bidding.

# 8.0 Purchasing Guidelines for Capital Improvement/R&R/Construction Projects

Facilities Maintenance and Repair Service Thresholds based on the State Construction Office Requirements not subject to NC Division of Purchase & Contract oversight.

## 8.1 LESS THAN $30,000 for minor repair and renovation (Informal Projects):

Material and subcontractors may be requisitioned without competitive bidding. Scope of work to be defined by sketches, site visits, and/or specifications as needed. Any scope of work involving subcontractors or labor will require General Conditions. The RCC Informal Construction Contract provided by the State Construction Office may be used.

## 8.2 $30,000-$499,999.99 for repairs, renovations and construction (Informal Projects):

RCC to create a written scope of work, consult with a design professional as needed, prepare sketches and/or plans as necessary and invite vendors, contractors and sub-contractors to offer bids. The publicly advertised RFP process may be used as deemed necessary. RCC will perform Due Diligence to solicit 3 bidders with supporting documentation. Bidders may be pre-qualified due to expertise, references, and workload availability. Selection will be based on low bidder as well as qualifications and references. RCC shall use the informal contract template with the General Conditions provided by the State Construction Office. GS 143-131

Additional guidance for informal projects requiring design is found in GS 131-1.1 Informal capital improvement projects are required to be designed by architects or engineers when the project exceeds:

* $100,000 for the capital improvement of a public building affecting life safety systems.
* $135,000 for the capital improvement of a public building where such projects include major structural changes in framing or foundation support systems.
* $300,000 for any capital improvement projects of a public building.
* $500,000 and above for repairs, renovations and construction (**Formal Projects**):

State Construction guidelines will be followed. Reference to the State Construction Manual for details on procedures. Bonds will be required for projects in this cost range. 3-1 is mandatory for NCCCS. GS 143-129

**HUB Project reporting is the responsibility of the CPC Coordinator:**

Any single project that exceeds $30,000 is required to be reported on the NC State Construction Interscope site. NCCCS 3-1 may be submitted on projects based on scope, source of funds and complexity of project as designated by CPC.

**A. Definition of “State Buildings:”** “State buildings,” as defined by General Statute **(GS) 143-336**, refers to all State buildings, utilities, and other property developments except the State Legislative Building, railroads, highway structures, bridge structures, and any buildings, utilities, or property owned or leased by the North Carolina Global TransPark Authority.

**B. Definition of “Construction and Renovation:”** The definition of construction and renovation work, for which the State Construction Office has oversight on State buildings, is defined in the Permits Section of the General Statutes GS 160D403, and the State Building Code. On State projects, permits require an approval letter for the design of the project. The State Construction Office’s scope of work for which permits are required includes construction, reconstruction, alteration, repair, relocation to another site, removal, or demolition of any building. This also includes the installation, extension or general repair of any plumbing, heating, cooling or electrical systems. **(Referenced from the SCO Manual Chapter 100)**

**"Community college buildings"** means all buildings, utilities, and other property developments located at a community college, which is defined in G.S. 115D‑2(2).

**"State buildings"** mean all State buildings, utilities, and other property developments except the State Legislative Building, railroads, highway structures, bridge structures, and any buildings, utilities, or property owned or leased by the North Carolina Global TransPark Authority. **(GS 143-336)**

**Building or buildings**. – Includes other structures **(GS 160D‑1101)**

(12) **Development**. – Any of the following: a. The construction, erection, alteration, enlargement, renovation, substantial repair, movement to another site, or demolition of any structure. b. The excavation, grading, filling, clearing, or alteration of land. c. The subdivision of land as defined in G.S. 160D‑802. d. The initiation or substantial change in the use of land or the intensity of use of land. This definition does not alter the scope of regulatory authority granted by this Chapter. **(GS 160D-102)**

**(GS 160D‑1110)** references permits required for construction

**“Construction”**- defined by OSHA

[1910.12(b)](https://www.osha.gov/laws-regs/interlinking/standards/1910.12%28b%29)

***Definition.*** For purposes of this section, Construction work means work for construction, alteration, and/or repair, including painting and decorating.

**“Capital Improvement”-** defined by NC DOR

*For other items not defined in the list below, the Executive Vice President & CFO/COO will determine whether projects will be deemed services or construction based on the scope of work provided.*

* New construction, reconstruction, or remodeling.
* Performance of work that requires the issuance of a permit under the State Building Code, other than repair or replacement of electrical components, gas logs, water heater, and similar individual items that are not part of new construction, reconstruction, or remodeling.
* Installation of a transmission, distribution, or other network asset on land owned by a service provider or on a right-of-way or easement in favor of a service provider, notwithstanding that any separately stated charges billed to a customer for repair, maintenance, and installation services or a contribution in aid of construction are included in the gross receipts derived from services subject to the combined general rate under G.S. § 105-164.4. For purposes of this subsection, the term “service provider” means a person, including a governmental entity, who provides any of the services listed in this subsection, and the term “governmental entity” means a state agency, the federal government, or a governmental entity listed in G.S. § 105-164.14(c). The services are:
	+ Telecommunications service or ancillary service.
	+ Video programming.
	+ Electricity or piped natural gas.
	+ Water or sewer service.
* Installation of equipment or a fixture that is attached to real property and that meets one or more of the following conditions:
	+ Is capitalized and depreciated under Generally Accepted Accounting Principles or International Financial Reporting Standards.
	+ Is depreciated under the Internal Revenue Code.
	+ Is expensed under Section 179 of the Internal Revenue Code.
* Painting or wallpapering of real property, except where painting or wallpapering is incidental to the repair, maintenance, and installation services.
* Replacement or installation of a septic tank system, siding, roof, plumbing, electrical, commercial refrigeration, irrigation, sprinkler, or other similar system. The term does not include the repair, replacement, or installation of electrical or plumbing components, water heaters, gutters, and similar individual items that are not part of new construction, reconstruction, or remodeling.
* Replacement or installation of a heating or air conditioning unit or a heating, ventilation, or air conditioning system. The term does not include the repair, replacement, or installation of gas logs, water heaters, pool heaters, and similar individual items that are not part of new construction, reconstruction, or remodeling.
* Replacement or installation of roads, driveways, parking lots, patios, decks, and sidewalks.
* Services performed to resolve an issue that was part of a real property contract if the services are performed within six months of completion of the real property contract or, for new construction, within twelve (12) months of the new structure being occupied for the first time.
* Landscaping.
* An addition or alteration to real property that is permanently affixed or installed to real property and is not an activity listed in the definition of “repair, maintenance, and installation services."

**“Capital improvement”**- defined in GS143C1-1

 A term that includes real property acquisition, new construction or rehabilitation of existing facilities, and repairs and renovations over one hundred thousand dollars ($100,000) in value.

**“Capital Improvement”**- defined by NCCCS State Board

Real property acquisition, new construction or rehabilitation of existing facilities, and repairs and renovations as defined in G.S. 143C-1-1.

 “**Formal capital improvement project**” - a project requiring the estimated expenditure of public money in an amount equal to or more than the monetary threshold as defined in G.S. 143-129(a).

“**Informal capital improvement project**” - a project requiring the estimated expenditure of public money in an amount less than the monetary threshold as defined in G.S. 143-129(a).

***Referenced from NCCCS Capital Improvement Guide* (GS 143-131)** When counties, cities, towns and other subdivisions may let contracts on informal bids. (G.S. 143-131(b)) requires the college to solicit minority participation for its informal projects (those from $30,000 to less than $500,000). It also requires the college to provide documentation to the Department of Administration, Office for Historically Underutilized Businesses (HUB Office), as to the type and dollar value of the project, contractors solicited, dollar value of minority business participation, and the good faith efforts made to seek minority contractors. The college should meet this reporting requirement as they enter their data for a project in HUBSCO (reporting system) for projects over $5,000. The SCO provides forms for informal contracts that can be edited and used by the college. It is also recommended that SCO’s design contract be used. It can be edited to meet the college’s needs, and it provides more protection to the college than the American Institute of Architects’ (AIA) contract. If these documents are used, any reference to the State of North Carolina or the SCO must be removed.

Colleges must use the HUBSCO reporting system for both informal projects above $30,000 and all formal projects.

Informal projects that do not use state funding do not need to be submitted to the State Board for approval. Informal projects are not required to be submitted to the State Construction Office (SCO) for review and oversight, but a college can submit the informal project if the college would like to have the oversight of the SCO. Informal projects may follow the informal bidding procedures in § **143-131**. When counties, cities, towns and other subdivisions may let contracts on informal bids (G.S. 143-131) or the formal bidding procedures in § 143-129. Procedure for letting of public contracts (G.S. 143-129).

**(GS 143-131)**. When counties, cities, towns and other subdivisions may let contracts on informal bids.

(a) All contracts for construction or repair work or for the purchase of apparatus, supplies, materials, or equipment, involving the expenditure of public money in the amount of thirty thousand dollars ($30,000) or more, but less than the limits prescribed in G.S. 143-129, made by any officer, department, board, local school administrative unit, or commission of any county, city, town, or other subdivision of this State shall be made after informal bids have been secured; provided, however, that The University of North Carolina and its constituent institutions shall be required to comply with the provisions of this subsection for all contracts for construction or repair work involving the expenditure of public money in the amount of one hundred thousand dollars ($100,000) or more, but less than the limits prescribed in G.S. 143-129. All such contracts shall be awarded to the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract. It shall be the duty of any officer, department, board, local school administrative unit, or commission entering into such contract to keep a record of all bids submitted, and such record shall not be subject to public inspection until the contract has been awarded.

(b) All public entities shall solicit minority participation in contracts for the erection, construction, alteration or repair of any building awarded pursuant to this section. The public entity shall maintain a record of contractors solicited and shall document efforts to recruit minority business participation in those contracts. Nothing in this section shall be construed to require formal advertising of bids. All data, including the type of project, total dollar value of the project, dollar value of minority business participation on each project, and documentation of efforts to recruit minority participation shall be reported to the Department of Administration, Office for Historically Underutilized Business, upon the completion of the project. (1931, c. 338, s. 2; 1957, c. 862, s. 5; 1959, c. 406; 1963, c. 172; 1967, c. 860; 1971, c. 593; 1981, c. 719, s. 1; 1987 (Reg. Sess., 1988), c. 1108, s. 6; 1997-174, s. 5; 2001-496, s. 5.1; 2005-227, s. 2; 2017-81, s. 1; 2022-74, s. 40.9(b).)

If a college decides to accept informal bids, it is highly recommended that the college secure at least three bids. The General Statute, states that an award can be made “after informal bids have been received.” By using the plural form of bid, it implies that more than one bid must be secured. While advertising in a newspaper is not required for informal bids, it may promote local goodwill. The college may consider placing an advertisement on the NC Division of Purchase and Contract’s (P&C) Interactive Purchasing System (IPS) website to promote competitive bidding. If the college makes a genuine effort to solicit bids from three or more contractors and only one contractor submits a bid, an award can be made to the one bidder. The college should keep records of all bids and bidding efforts for three years.

**Additional guidance for informal projects requiring design**

**(GS 133-1.1)**.  Certain buildings involving public funds to be designed, etc., by architect or engineer.

(a) In the interest of public health, safety and economy, every officer, board, department, or commission charged with the duty of approving plans and specifications or awarding or entering into contracts involving the expenditure of public funds in excess of:

(1) Three hundred thousand dollars ($300,000) for the repair of public buildings where such repair does not include major structural change in framing or foundation support systems, or five hundred thousand dollars ($500,000) for the repair of public buildings by The University of North Carolina or its constituent institutions where such repair does not include major structural change in framing or foundation support systems,

(1a) One hundred thousand dollars ($100,000) for the repair of public buildings affecting life safety systems,

(2) One hundred thirty-five thousand dollars ($135,000) for the repair of public buildings where such repair includes major structural change in framing or foundation support systems, or

(3) One hundred thirty-five thousand dollars ($135,000) for the construction of, or additions to, public buildings or State-owned and operated utilities, shall require that such plans and specifications be prepared by a registered architect, in accordance with the provisions of Chapter 83A of the General Statutes, or by a registered engineer, in accordance with the provisions of Chapter 89C of the General Statutes, or by both architect and engineer, particularly qualified by training and experience for the type of work involved, and that the North Carolina seal of such architect or engineer together with the name and address of such architect or engineer, or both, be placed on all these plans and specifications.

## 8.3 Facilities and Maintenance equipment and Supplies

### Supplies and Equipment purchases which do not include services will be purchased in the same manner as all other equipment and supplies.

* Approved e-Procurement Requisition with a Purchase Order
* Direct Pay with an invoice, approved requisition, and appropriate language.
* Emergency Purchase Request Form
	+ Emergency Repairs: If an urgent repair is required:
	+ Notify the Purchasing Department immediately.
	+ A written justification must be provided explaining why normal procedures could not be followed.

## 9.0 Grant and Federally Funded Purchases

Purchases using federal or grant funds must comply with all of the following:

* Uniform Guidance (2 CFR 200) for federal compliance.
* North Carolina Procurement Manual
* NC Community College System Grant Policies.
* Randolph Community College Procurement Policies

### 9.1 Compliance Requirements for Grant Purchases

Documentation Requirements:

* All purchases must have written justifications if the grant requires it, and all justification must be submitted with the e-Procurement requisition to be included in the procurement file.
* Invoices and receipts must be retained for grant audits and will be retained in the Purchasing Office for 5 years. If the grant requires an additional retention period the department utilizing the grant is responsible for this retention period.
* Failure to comply may result in funding penalties.

# 10.0 Disposal of Surplus Property

## 10.1 Overview

The disposal of surplus property at Randolph Community College (RCC) will be facilitated by the Procurement Office and follows the North Carolina General Statutes (G.S. 160A, Article 12, and G.S. 115D-15), as well as State Surplus Property Agency guidelines. Proper disposal ensures:

* Compliance with state laws and policies
* Transparency in asset management
* Maximized value recovery for surplus items
* Secure disposal of assets with sensitive data

# 11.0 Surplus property includes:

* Obsolete, damaged, or excess equipment
* IT assets (computers, servers, networking equipment)
* Furniture and instructional materials
* Vehicles and machinery
* Capital and Non-Capital Tagged Assets

## 11.1 Process for Declaring Surplus Property

A department must initiate the surplus declaration process when an item is no longer needed or has reached the end of its useful life.

Steps to Declare Surplus Property

1. The current department notifies the Purchasing Office of the removal of assets from use and completes an Equipment Transfer Form (ETF).
2. The current department must then notify the IT Department or Facilities department via a Kace ticket to move the items for bid sale or transfer and provide the equipment transfer form.
3. Assets are assessed for reuse, transfer, or disposal options.
	1. If the asset is a capital asset a form 4-11 will be sent to the Executive Vice President & CFO/COO for approval.
4. Items are removed from active inventory and tagged as surplus.
5. Disposal method is determined based on asset condition and state guidelines.

\*\*Sensitive Data Removal:

* IT equipment (computers, servers, printers, etc.) must be wiped or destroyed before disposal by the IT Department.
* Data cleansing must be certified by the IT Department prior to surplus processing​
* All storage devices including desks, cabinets, cases, filing cabinets, and safes must be emptied by the owning department prior to initiating the bid sale process.

## 11.2 Disposal Methods

Surplus property may be disposed of through transfer, auction, sale, donation, recycling, or destruction as outlined by NC State policies.

### 11.2.1 Transfer to Other Agencies

Before external disposal, colleges may offer surplus property to other NC community colleges or government agencies (G.S. 160A-280):

* + - Email notification is sent to other colleges/agencies.
		- A response deadline is set (minimum bid optional).
		- If no interest is expressed, the surplus may proceed to other disposal methods.

\*\*Colleges cannot donate items to non-profits; items must be sold at fair market value​

### 11.2.2 Sale Through State Surplus Property Agency (G.S. 115D-15)

Items not disposed of through internal channels must be sent to the NC State Surplus Property Agency:

* College submits surplus requests via the SSP Online System.
* All items must be properly tagged before delivery.
* All items are sold “as is” and “where is” and the removal of the property is the responsibility of the buyer.
* RCC employees are not eligible to purchase RCC surplus equipment according to state policy. However, RCC employees may purchase the surplus property of any other state agencies.

\*\*State-owned vehicles require special internal RCC Approval before sale.

### 11.2.3 Cannibalization and Recycling

If 2 (two) attempts to sell an item have been made or if the items have no resale value but contain usable parts, they may be cannibalized for repairs or recycled:

* Request to Dispose of Capital Assets form must be submitted before cannibalization.
* All inventory tags must be removed or marked if removal is not possible.
* The remaining materials should be sent to an approved recycling vendor.

\*\*Scrap materials (copper, brass, steel) should be accumulated for sale via State Surplus Property​ through their state contracted vendor. [NC Recycling and Scrap Metal Contracts](https://www.doa.nc.gov/divisions/state-surplus-property/recycling-contracts) link.

## 12.3 Special Cases for Disposal

### 12.3.1 Off-Site Equipment

* RCC retains ownership of instructional equipment at off-site locations.
* When no longer needed, the equipment may be returned to the main campus for disposal. If the equipment is to be sold from the off-site location the Procurement Department should be notified of the need to dispose and will facilitate the disposal process.
* Proper transfer documentation must be completed.

### 12.3.2 Vehicles

* Vehicles must be disposed of via the State Surplus Property Agency.
* Vehicles must be decommissioned and documented before disposal.
* All vehicles must be approved for sale by the Executive Vice President & CFO/COO prior to sale.
* All payments and title work for disposed vehicles will be handled by the NC State Surplus Property Office.

#### 12.3.2.1 Aircraft

Aircraft including drones used for instructional purposes cannot be flown by interested buyers until after purchase and removal from RCC property.

\*\*All vehicle and aircraft disposals must be pre-approved by the Executive Vice President & CFO/COO.

## 12.4 Surplus Property Sales Compliance and Audit Requirements

All surplus property disposals are subject to state audits and compliance checks:

* Records of all disposed assets must be retained for audit purposes.
* A complete internal inventory audit must be conducted annually.
* Colleges must submit an annual report on surplus property transactions.

\*\*Unauthorized personal use of surplus property is strictly prohibited​

All funds received from the sale of disposed items will be returned to the fund source initially used to pay for the supplies or equipment.

These fund sources include State, County, or Institutional funds

# 13.0 Vendor Relations and Compliance

## 13.1 Overview

General Statute143, Article 3 of the North Carolina Administrative Code, and institutional procurement policies. Establishing and maintaining effective vendor relationships ensures:

* Fair and transparent procurement processes
* Compliance with state regulations
* Efficient vendor performance management
* Timely resolution of disputes
* This section outlines vendor selection, performance management, complaint resolution, and compliance expectations.

## 13.2 Vendor Registration and Requirements

### NC eProcurement Registration

All vendors are encouraged to register in the NC eProcurement system before conducting business with the college.

* [NC Electronic Vendor Portal (eVP) Registration link](https://evp.nc.gov/SignIn?returnUrl=%2F)

If a vendor refuses to register, the Purchasing Department will make arrangements to pay for goods and services without a purchase order which includes getting the necessary internal approvals in e-Procurement, or via an Emergency Purchase Request form.

\*\*Non-Registered Vendors: If an employee must purchase from a non-registered vendor, a justification and approval process may be requested.

### 13.2.1 **Vendors are generally selected based on the following criteria however situational criteria may also be considered.**

* Competitive pricing and cost-effectiveness
* Product/service quality and availability
* Compliance with Statewide Term Contracts (STCs)
* Previous performance history
* Historically Underutilized Businesses (HUBs):
	+ Vendors designated as HUBs receive encouraged participation in the bidding process​
	+ Purchases from Correction Enterprises and Nonprofit Work Centers for the Blind and Severely Disabled have statutory preference​.

## 13.3 Vendor Performance and Compliance

## 13.3.1 Monitoring Vendor Performance

The Procurement Department tracks vendor delivery accuracy, product quality, and adherence to contract terms.

If issues arise, a formal vendor complaint process is initiated by the Procurement Department​

Performance issues may include but are not limited to:

* Late shipments or incomplete deliveries​NC-Procurement-Manual-2…
* Product/service deficiencies
* Non-compliance with contract terms
* Unprofessional conduct

## 13.3.2 Vendor Complaints and Resolution Process

1. Report the Issue: Employees notifies the Procurement Department of the problem and the Procurement department notifies the vendor.

2. Formal Vendor Complaint Form: If issues persist, a Vendor Complaint Form is required for documentation.
3. State-Level Escalation: If necessary, unresolved complaints are submitted to NC P&C or NC Department of IT (DIT)​.

\*\*Vendor records and correspondence should be maintained for compliance audits.

## 13.4 Vendor Ethics and Compliance Policies

### 13.4.1 Ethical Standards in Procurement

Vendors and purchasing staff must adhere to the following ethical standards​

* Fair and open competition – No favoritism or conflicts of interest.
* Prohibited gifts – Vendors cannot provide gifts to state employees (G.S. 133-32).
* Confidentiality – Procurement decisions must remain confidential until awarded.

\*\*Violations may result in vendor suspension or debarment from state contracts​

## 13.5 Vendor Debarment and Suspension

Vendors may be barred from contracts due to fraud, poor performance, or legal violations​.

Debarred vendors are removed from eProcurement listings and are prohibited from bidding on state contracts.

## 13.6 Vendor Payments and Invoicing

### Payment Process

1. Invoice Submission – Vendors submit itemized invoices with PO numbers to the RCC Procurement Department via mail to 629 Industrial Park Avenue, Asheboro, NC, 27205 or via email to invoices@randolph.edu.
2. Approval and Verification – The invoice is matched to the PO and receiving records using several fields utilizing an itemized requisition or purchase order.
3. Payment Processing – Payments are issued per contract terms, usually Net 30 Days.

\*\*Late Payments: Vendors should be notified if an invoice discrepancy delays payment​.

# 14.0 Internal and External Bid Protest Procedures

This section outlines how vendor protests will be handled at Randolph Community College (RCC).

## 14.1 Vendor Protest Procedures

The following processes outline the steps for handling bid protests at RCC for:

1. Internal protests (bids under $100,000) handled within the college.
2. External protests (bids over $100,000) referred to the NC Division of Purchase & Contract (P&C).

### 14.1.1 Internal Bid Protest Procedure (for bids under $100,000)

This process applies to vendor protests regarding bids under $100,000, which will be handled internally by RCC’s Procurement Department.

**Step 1: Filing a Protest**

A vendor must submit a written protest within 10 calendar days from the date of award notification to the RCC Procurement Department.

The protest must include:

* Name and contact details of the protesting vendor.
* The bid number and project description.
* A detailed statement explaining the grounds for the protest.
* Supporting documentation or evidence.
* The relief or resolution sought.

**Step 2: Initial Review by Purchasing Officer**

The Purchasing Officer will review the protest within 5 business days of receipt and notify the RCC Executive Vice President & CFO/COO of the protest.

If the protest lacks merit, is untimely, or does not meet the submission criteria, the protest will be denied with written notification to the vendor within 30 days of the receipt of the protest.

If the protest is valid, a Protest Review Committee will be formed.

**Step 3: Protest Review Committee Evaluation**

The committee includes:

* RCC Director of College Services (including Purchasing)
* RCC Executive Vice President & CFO/COO
* The decision maker in the department making the request to purchase
* College Legal Counsel (if needed)

The committee will:

* Review the protest and related documents.
* Interview relevant stakeholders (e.g., vendors, procurement staff).
* Consider applicable procurement laws and college policies.

**Step 4: Decision & Notification**

Within 30 calendar days, the committee will make a final decision:

* Protest Denied – No change in award; vendor notified with justification.
* Protest Upheld – The bid may be re-evaluated, or the award may be canceled.

The Purchasing Officer will issue a formal response to the protesting vendor.

**Step 5: Appeal Process**

If dissatisfied, the vendor may appeal the decision to the RCC Executive Vice President & CFO/COO within 5 business days.

The RCC Executive Vice President’s decision is final for internal bid protests.

### 14.1.2 External Bid Protest Procedure (for bids $100,000 and above)

For contracts valued at $100,000 and above, bid protests are handled by the NC Division of Purchase & Contract (P&C).

**Step 1: Filing a Protest with the North Carolina Division of Purchase & Contract**

A vendor must submit a written protest to the State Purchasing Officer (SPO) within 30 calendar days of the contract award notification.

The protest must include:

* Vendor's name, contact information, and official representative.
* The bid number, project name, and awarding agency.
* A detailed statement explaining the protest grounds.
* Relevant supporting documentation.
* Requested resolution.

**Step 2: SPO Evaluation**

The State Purchasing Officer (SPO) will review the protest within 10 business days.

If the protest is:

* Untimely or lacks merit → It is dismissed, and the vendor is notified.
* Accepted → A formal protest hearing is scheduled.

**Step 3: Protest Hearing**

The hearing is conducted within 30 calendar days of acceptance.

Participants include:

* Protesting vendor
* Awarded vendor (if applicable)
* Purchasing Department representatives
* Legal and procurement officials

Both sides present arguments and evidence.

**Step 4: Final Decision**

Within 10 calendar days after the hearing:

* If protest is denied, the contract award remains valid.
* If protest is upheld, the bid may be re-evaluated, canceled, or reissued.
* The SPO issues a written decision, which is final unless appealed.

**Step 5: Appeal to Secretary of Administration**

If unsatisfied, the vendor may appeal to the Secretary of Administration within 10 business days of the SPO’s decision.

The Secretary's ruling is final.

# 15.0 Record Keeping and Audits

## 15.1 Overview

Proper record keeping and auditing ensure compliance with North Carolina General Statutes (G.S. 115D-58.5), NC Administrative Code, and the NC Community College System guidelines. Maintaining accurate records supports financial transparency, internal accountability, and regulatory oversight.

This section outlines:

* Procurement and financial record retention

## 15.1.2 Procurement and Financial Records Retention

All procurement-related documents must be retained according to the North Carolina Procurement Manual and state-mandated retention schedules​.

### 15.1.2.1Required Procurement Documents

Each procurement file should include:

* Purchase orders and invoices
* Vendor contracts and agreements
* Competitive bid documentation (RFQs, RFPs, IFBs)
* Approval forms for sole-source or emergency purchases
* Correspondence related to procurement decisions
* State-mandated reports (e.g., Purchasing Flexibility Reports, Annual Internal Equipment Audit Reconciliation)
* Retention Period: Procurement records must be kept for at least five years after purchase or after the end of the contract term if a contract is in place.

# 16.0 Equipment and Inventory Tracking

## 16.1 Annual Equipment Audits

A physical inventory of all capital and tracking assets is required annually by the NC Community College System Office​.

**Missing Equipment:**
If an item cannot be located, it may be rolled over for up to 2 audit cycles (years). If the item is still not located, it should be reported as lost or stolen and the item should be Cannibalized in the inventory tracking system. If the asset is a capitalized asset, it should be reported to the State Bureau of Investigation (SBI), other assets may be reported as well.

 The final list of missing items is submitted electronically to the NC Community College System Office at the end of each fiscal year​.

## 16.2 Audit Requirements

## Internal Audits

RCC must conduct Internal Equipment Audits (NCCCS Form 4-13) annually​

* Audit Process:
1. The Procurement Department will conduct a general scan of the campus for readily available equipment.
2. Each department head will then produce and verify asset locations for the remaining assets.
3. Each department head will then sign the Inventory audit form indicating complete or missing items that they cannot locate. The missing items will be listed on the form and retained in the Inventory audit files for the year.
4. Equipment Stewards complete required forms for missing or transferred items.
5. Final audit reports are submitted to the System Office for compliance review.

Random Audits:

Spot checks may be conducted by the Procurement Department.

## 16.3 External Audits

The State Board of Community Colleges or the NC Community College System Office may initiate on-site equipment audits at any time​.

External Audit Checklist:

* Ensure procurement files are complete and organized.
* Verify fixed asset records match physical inventory.

# 17.0 Reporting and Compliance Deadlines

Certain reports must be submitted monthly or annually to maintain compliance.

## 17.1 Key Reporting Deadlines

* Historically Underutilized Business(HUB) Report- Due Quarterly
* Purchasing Flexibility Report- Due annually in February
* Monthly Equipment Audit Report- Due Monthly
* P&C FY Procurement Planning Report- Due in June for the following fiscal year
* Fund Source Report- Due Annually on August 1
* Internal Equipment Audit- Due Annually on August 1
* Internal Equipment Audit Reconciliation – Due Annually on August 1

**\*\* Failure to submit reports may result in compliance violations or funding restrictions​**

#

# 18.0 Public Records and Confidentiality

## 18.1 Public Records Requests

Procurement records are public unless specifically confidential (e.g., trade secrets, vendor financials).

Public requests must be made through the College’s Public Information Officer​ located in the Marketing Department.

Redacted Information:

* Social security numbers and tax ID numbers must be removed before release.
* Vendor financial statements must remain confidential​.

# 19.0 Appendices

## 19.1 Overview

This section includes supplementary materials that support procurement, financial compliance, and vendor management at [Randolph Community College (RCC)]. The appendices provide definitions, acronyms, forms, reporting requirements, and resources that ensure compliance with NC Procurement policies and the Community College System guidelines.

## 19.2 Glossary of Procurement Terms

Agency- All departments, institutions, boards, commissions, universities, Purchase & Contract, or other units of the State, and community colleges.

Brand Specific- A particular product needed due to standardization or compatibility; written justification should be provided.

Buyer- Authorized agent of the institution to buy, purchase or enter into contract with a supplier.

Commodity- Any equipment, materials, or supplies of like group.

Competition- The fair and open solicitation of offers from more than one source.

Consultant Service- Work or task performed by State employees or independent contractors with specialized qualifications to investigate problems or provide advice.

Contractual Service- Services by an independent contractor requiring specialized knowledge, excluding review or advisory roles.

Delegation- The authority granted by the SPO for an agency to handle purchases made under a certain dollar amount.

Emergency- A situation that endangers lives, property, or programs, requiring immediate on-the-spot procurement.

Equipment- Items that retain their identity and cost $5,000 or more, which can be capitalized.

HUB- Historically Underutilized Business owned and controlled at least 51% by minorities, women, disabled, etc.

Information Technology (IT)- Electronic data processing and telecommunications goods and services, including software and consulting.

Invitation for Bid (IFB)- A formal solicitation document used for commodities over certain dollar thresholds.

Lease- A contract for the use of a commodity over time, without an option to purchase.

Lease-Purchase- A lease with an option or obligation to purchase the item.

Negotiation- The act of securing a purchase when offers have been rejected or in special circumstances.

Offer- A proposal, quote, or bid submitted in response to a solicitation.

Open Market Contract- A contract for goods or services not on a term contract.

Personal Service- Temporary or occasional services by professionals like doctors, artists, etc.

Pressing Need- A procurement need from unforeseen causes, needing immediate resolution.

Procurement- The process of acquiring goods, services, or construction through purchase or lease.

Purchase Order- A document used to formalize the purchase of goods or services.

Request for Proposals (RFP)- Used for competitive procurements of services or large projects.

Request for Quote (RFQ)- Used for informal solicitations to gather vendor pricing.

Responsible Offeror- An offeror with the capability and reliability to perform a contract.

Responsive Offeror- An offeror whose submission conforms in all material respects to the solicitation.

Small Purchase- A purchase involving $25,000 or less.

Sole Source- When an item or service is available from only one known source.

Solicitation Document- A written request for a quote, proposal, or bid.

Statewide Term Contract- A term contract managed for all state agencies, unless exempt.

Term Contract- A contract covering normal requirements for goods or services over a specified time.

## 19.3 Acronyms and Abbreviations

The following abbreviations are commonly used in NC procurement processes:

BAFO- Best and Final Offer

CIO- Chief Information Officer

DIT- Department of Information Technology

DOA- Department of Administration

eVP- Electronic Vendor Portal

HUB- Historically Underutilized Business

IFB- Invitation for Bid

IT- Information Technology

NCAC- North Carolina Administrative Code

NCDIT- North Carolina Department of Information Technology

NCDOA- North Carolina Department of Administration

P&C- Division of Purchase and Contract

PO- Purchase Order

PSA- Professional Service Agreement

RFP- Request for Proposal

RFQ- Request for Quote

SBCC- State Board of Community Colleges

SPO- State Purchasing Officer

STC- Statewide Term Contract

eProcurement- Electronic Procurement

eQuote- Electronic Quote

## 19.4 Forms and Templates

The following standard procurement forms are required for various financial, purchasing, and inventory transactions.

1. [Emergency Purchase Request Form](https://www.randolph.edu/_pdfs/employee-publications-forms/emergency_purchase_request_12.17.2024.pdf)
2. [Equipment Transfer Form (Paper)](https://www.randolph.edu/_pdfs/employee-publications-forms/EquipmentTransferForm.pdf) (ETF)

\*\* Forms must be completed, signed by authorized personnel, and submitted to the appropriate oversight office.

## 19.5 Key Procurement Websites

These resources provide guidelines on vendor registration, contract compliance, procurement reporting, and state contract usage.

1. State of NC Purchasing Manual- <https://www.doa.nc.gov/north-carolina-procurement-manual-2022/open>
2. State of NC Statewide Term Contracts List- <https://www.doa.nc.gov/divisions/purchase-contract/statewide-term-contracts>
3. NC Community College System Procurement & Auxiliary Services Procedures Manual Manual- <https://wordpress.nccommunitycolleges.edu/wp-content/uploads/2024/04/Purchasing-Equipment-Procedures-Manual-April-2024.pdf>
4. NC Community College System Office Agency Specific Term Contracts List- <https://www.nccommunitycolleges.edu/college-faculty-staff/budget-finance/copy-of-purchasing-fixed-assets/>
5. State of NC Statewide IT Contracts List (Convenience Contracts for Community Colleges)- <https://it.nc.gov/services/statewide-it-contracts>
6. NC State Construction Manual- <https://www.doa.nc.gov/documents/files/sco-construction-manual-pdf/open>
7. NC Eprocurement- <https://eprocurement.nc.gov/>
8. NC Electronic Vendor Portal (eVP)- <https://evp.nc.gov/>
9. Emburse Enterprise (formerly Chrome River)- <https://app.chromeriver.com/login>
10. Randolph Community College Employee Resources (including Procurement information)- <https://www.randolph.edu/internal/employee-resources.aspx>
11. State of NC Historically Underutilized Business Office- <https://www.doa.nc.gov/divisions/historically-underutilized-businesses-hub>
12. NC State Surplus Property Agency- <https://www.doa.nc.gov/divisions/state-surplus-property>
	1. Contracts for Scrap Metal, Oil and Antifreeze, Battery, and Electronic Waste Recycling. <https://www.doa.nc.gov/divisions/state-surplus-property/recycling-contracts>

**RCC PROCUREMENT**

**CARD (P-CARD)**

**POLICY**

RCC Purchasing Office

336-633-0234

# 20.0 Procurement Card Policy

## 20.1 Introduction

Welcome to the Randolph Community College (RCC) Procurement Card Program. The main purpose of this program is to simplify and expedite the purchase of goods and services. The program is designed to maintain accountability while reducing processing time, and the administrative burden of procurement procedures such as E-Procurement purchase requisitions/orders, direct pay requests, and expense reimbursements. The card is issued by Bank of America via the Statewide Term Contract for Procurement Card services and is accepted by vendors that support Visa card purchases.

The procurement card otherwise known as a P-Card is one of two procurement tools (E-Procurement or P-Card) offered by the State of North Carolina Division of Purchase and Contract, which offers an expansion of the existing RCC procurement processes. The P-Card will allow departments to make certain transactions without having to submit a requisition for the issuance of a purchase order or a check request.

Having a P-Card is a privilege that comes with responsibilities. This manual will serve as your guideline when using your P-Card. All North Carolina laws, policies, and procedures, as well as the institutional policies of RCC apply to purchases made with the p-card. This includes the expense of funds from all sources including institutional, county, state, and federal funds (including grants). If two or more rules or requirements exist for a specific practice the more stringent rule will be followed.

Whenever in doubt, you should always contact the Purchasing Office. We are here to assist and ensure the program's success and compliance with all laws.

## 20.2 Policy Scope

To be considered as a qualified individual the p-card recipient must be a full-time employee of Randolph Community College who has been employed by RCC for more than three (3) months, or whose purpose of employment is directly related to procurement which would be determined by the positions job description.

The P-cards may be used for travel and other purchases related to the normal business of RCC that has been previously approved by the vice president of the cardholder’s assigned area. Computer and technology equipment and software purchases are prohibited without written approval from the Director of Computer Services. If approved, such items may be purchased using the P-Card. A list to serve as examples of allowable and non-allowable purchases will be provided in a subsequent section.

## 20.3 Card Issuance

Full time faculty and staff with the approval of their assigned vice president may be issued a P-Card. Upon their vice presidents request, a RCC Procurement Card Agreement will be issued for signatures. The signatures of the potential cardholder, their vice president and the vice president of Administrative Services are all required in order for a card to be issued. The potential cardholder must attend training prior to the card being issued to them. A vice president may also elect to apply for an individual to receive a P-Card due to need if the individual wishes to travel on behalf of RCC.

In exchange for a faster way of making purchases, cardholders must be willing and able to follow institutional, and state purchasing procedures and keep good records for accounting and reporting purposes. It is not necessary for every employee within a department to obtain a P- Card. Only employees who purchase on behalf of their departments or travel need a P-card.

## 20.4 Card Renewal and Changes

P-Cards are issued and valid for five (5) years. Renewal cards will be mailed from Bank of America to the P-Card Administrator and distributed by the P-Card Administrator to the Cardholder. You should receive your new card approximately thirty (30) days before the expiration date.

Should a name change occur the cardholder must notify the P-card Administrator. The P-Card Administrator must verify the change with the Human Resources or Financial Services Departments before making any changes to the cardholder’s file. New or additional documentation may be required to update the cardholder’s file.

If the cardholder separates from the college or no longer requires their card in the performance of daily job duties, the P-Card must be cancelled immediately. The cardholder or their supervisor is to notify the P-Card Administrator of the need to close the cardholder's account or cancel the card. The employee or their supervisor will be responsible for reconciling their final P-Card statement depending on the conditions of the separation.

If you transfer to a different department and your new position requires a P-Card, please email the Purchasing Office so proper changes can be made.

Regardless of the type of employment change, the card remains the property of Randolph Community College and must be surrendered immediately to the P-card Administrator or the cardholder’s supervisor upon request for any reason.

## 20.5 Lost or Stolen Card

If you believe you have lost your card or that it has been stolen, immediately report the problem to Bank of America at 1-877-451-4602. Customer assistance is available 24 hours a day. Immediately after reporting to Bank of America, notify the P-Card Administrator of the event. It is extremely important to act promptly in the event of a lost or stolen card to avoid company liability for fraudulent transactions.

You will no longer be able to use the account number after notifying the bank. Bank of America will automatically reissue a new card with a new card number. The Procurement Card Administrator will notify you when the new card is received. A card that is subsequently found after being reported lost should be sent to the P-Card Administrator who will be responsible for destroying the card.

## 20.6 Card Inactivity

If a card is inactive for a period of six (6) months or more, it may be cancelled due to a lack of need. The cardholder and their supervisor will be alerted if the card is under review for cancellation.

## 20.7 Procurement Card (P-Card) Use

The P-Card does not change WHAT you can buy or the purchasing rules regarding contracts, delegations, quoting, and bidding. The P-Card offers another means to process the purchases to vendors that accept credit cards as a form of payment. Vendors do not need to be registered with E-Procurement in order for an order to be placed.

\*All p-card purchases must have prior approval in the form of one of the following.

For Charges Unrelated to Travel

NC e-Procurement Requisition with Supervisor chain and Purchasing approval to pay with a p-card.

An Approved Emergency Purchase Request Form located on the RCC website under the Purchasing tab. (These should be processed electronically through email if at all possible.)

**Travel Related Charges**

An approved Emburse Enterprises (Formerly Emburse Enterprise (Formerly Chrome River)) Pre-Approval Request.

In response to the increased volume of credit card purchases, vendors are charging a merchant fee (2-3%). RCC will allow the payment of that fee because the fee can be recouped at the end of the year from the rebates. RCC earns an annual rebate from Bank of America based on a percentage from total spent for a 12-month period.

Term contract items will still be bought from Vendors on contract, but you may be able to process small orders with the card. Competition is to be sought on open-market items that exceed the small purchase delegation amount.

Certain accounts have been set up for Randolph Community College and our online purchasing needs. All college purchases to these vendors not addressed with a purchase order must be made on the Randolph Community College business account. No college purchases should be made on an individual account if a Randolph Community College business account has been set up.

Each cardholder can be given online access to the RCC account with certain vendor websites. Any RCC related purchases from these websites will need to be made through the RCC account and will require preapproval in the form of an e-Procurement requisition or .

\*Only the named cardholder to which the card has been issued may use the card.

When purchasing items, the following procedures should be followed:

Always follow proper procurement procedures when using the P-Card. If unsure as to whether an item to be purchased does or does not fall within the RCC Procurement Card guidelines, please contact the Procurement Office.

Inform vendors that RCC is not tax exempt, and all applicable taxes do apply.

Packages must be clearly marked “P-Card Purchase” with the recipient’s name on the shipping label.

Merchandise must be shipped to one of the college campuses listed below:

Asheboro Campus- 629 Industrial Park Avenue, Asheboro NC 27205

Archdale Campus- 110 Park Drive, Archdale, NC 27263

Emergency Services Training Center- 895 Training Center Dr. Randleman, NC 27317 OR 3659 Old Cedar Falls Road Randleman, NC.

\*Under no circumstances should merchandise be received at an individual’s residence\*

All transactions are required to have an itemized receipt. A receipt can be a charge slip, invoice, etc. as long as it includes the vendor’s name, date of transaction, itemized list of goods/services, unit cost and total cost. It is preferred for the last 4 digits of the cardholders p-card to be included on the invoice or receipt. All receipts must match the total(s) of the transaction on the Bank of America Statement and in Emburse Enterprise (Formerly Chrome River), the application used to reconcile all charges.

Charges should not appear on the P-Card until the merchandise has been shipped. If your transaction appears in Emburse and you have not received the merchandise, you must call the vendor to check the status of your order.

The Cardholder is responsible for resolving disputes with vendors such as incorrect pricing, delivery problems, incorrect items received, damaged items, etc.

Most disputes can be resolved by calling the vendor and having them issue credit back to the card account. Never accept cash, store credits, or gift cards in lieu of credit.

For security purposes, P-Card purchases cannot be made via email. Card numbers should never be included in an email to a vendor or anyone else.

## 20.8 Return of Goods Purchased

Items purchased with the P-Card will periodically need to be returned. When this occurs, a vendor usually offers a Return Materials Authorization (RMA) number and issues a credit invoice upon receipt of the goods. Make certain to document the RMA number and keep the credit invoice to use in the reconciliation process at the end of the P-Card billing cycle.

When receiving goods that you may need to return, consider the items below.

Always retain boxes, containers, special packaging, and packing slips, until certain that you are going to keep the items. Items that are fragile or computer-related generally cannot be returned without the original packing materials.

Read all enclosed documents carefully. Often a critical phone number and other instructions about how to return items are included.

Contact the vendor and obtain a Returned Materials Authorization (RMA) number for the return. To facilitate the return of goods, follow vendor shipping instructions, if applicable.

In some cases, you may encounter a restocking fee. The P-Card may be used to pay this fee if it does not exceed any of the card limits.

Contact Shipping and Receiving to inform them of the return.

\*When the package is ready to be returned it can be brought to Purchasing for pickup by the appropriate shipper. UPS and FedEx have daily drop-off and pick-up schedules for that location\*

## 20.9 Authorized and Unauthorized use of the P-Card

The Purchasing Office will not be responsible for verifying transactions prior to purchase. All purchases require pre-approval in the form of one of the following.

1. Emergency Purchase Request
2. E-Procurement Requisition
3. Emburse Enterprise Pre-Approval (Travel Related Expenses)

It is the responsibility of the cardholder to ensure this happens. The Purchasing Office will audit these purchases and notify the cardholders of compliance issues and potential issues which may need to be addressed.

### 20.9.1 Authorized Purchases

Travel Purchases of $9,000 or less per single purchase transaction including current NC sales tax. (Excluding travel related meals)

* Supply and Equipment purchases of $4,999 or less after all fees and supplemental charges are considered such as NC sales tax and applicable freight.
* Institutional Memberships (not Individual) and organization dues. Membership must be transferable if the employee leaves the college. (All individual memberships must be paid with an e-Procurement requisition and the invoice and will be processed by the Procurement department in the manner of all other PO and Direct payments. Forward a copy of the invoice or renewal notice to invoices@randolph.edu.)
* Subscriptions
* Advertising
* Certification
* Office Supplies (Mandatory State Contract is with Forms and Supply, order should be over $50.00 or a small order fee of $5.00 will be added)
* Maintenance Contracts
* Equipment Repairs
* Meals and/or food associated with meetings and/or visitors. Not related to travel.
* Seminar and Conference registrations, webinars, hotels, airline tickets, shuttle and taxi services, and parking fees (cardholder only). An RCC Emburse Travel Preapproval must have been completed and approved prior to these charges being made.

### 20.9.2 Unauthorized Purchases

* NO splitting purchases into multiple transactions so that previously mentioned limits or state purchasing guidelines are avoided.
* NO weapons.
* NO cash advances, alcoholic beverages, controlled substances, personal purchases, telephone calls, or monthly telephone service fees.
* NO gift cards/debit cards for employees (IRS regulations consider gift cards/debit cards to be a cash equivalent with a requirement to be added to an employee’s W-2 earnings as taxable income.)
* NO furniture purchases of any dollar value.
* NO laptops, tablets or software purchases of any type without written approval from the Director of Computer Services. (If approved, such items may be purchased using the P-Card.)
* NO travel related meals State provides a subsistence rate. This rate is an allowance related to meal costs (including gratuities)
* NO gas or fuel for any vehicles. There is a separate procurement card for fuel. If you are traveling on behalf of the school and are using a fleet or rental car you may request a WEX fuel card from the Student Services area.

When uncertain whether a purchase can be made with a P-Card, contact the Procurement Office for guidance. 336-633-0269.

## 20.10 Purchasing Flexibility

Community Colleges in North Carolina may use an exemption called “Purchasing Flexibility” when purchasing contract commodities and services from non-contract vendors provided, certain guidelines are followed.

* The purchase must be under the College’s delegation for Purchasing Flexibility to apply.
* The non-contract vendor’s price must be lower after all fees and any associated costs are considered.
* Commodities are under contract not manufacturers.
	+ When comparing items, they must be substantially similar in function, size, quantity, and/or intended use.
	+ Personal Preferences are not an adequate justification.
* When using Purchasing Flexibility, the cardholder or requester must compare contract and non-contract pricing, document the justification, and submit it with the purchase approval and reconciliation.

The Purchasing Office will be responsible for compiling this data in the annual Purchasing Flexibility Report that is submitted to the state.

## 20.11 Policy Enforcement

The delegation of the authority to purchase goods using the P-Card is a privilege that automatically ceases upon separation from the college. A cardholder’s P-Card privileges may also be suspended pending an inquiry for policy violations and failure to complete their P-Card reconciliation within the seven (7) day reconciliation window. The authority to enforce this policy lies with the P-Card Administrator and the Executive Vice President & CFO/COO.

Cause for Employee Disciplinary Action

Fraudulent activity or misuse of the card, including use of the card to make personal purchases even if you intend to reimburse the college, will result in disciplinary action up to and including termination and possible criminal prosecution.

The Procurement Office and P-Card Administrator reserve the right to revoke and cancel any P-Card(s), for failure to comply with policies and procedures of the program at any time.

Three (3) repeated minor violations can result in p-card suspension or revocation.

A single major violation will result in at least a one (1) month suspension and possible revocation of the cardholder’s P-Card which will be decided by the Executive Vice President & CFO/COO and the Procurement Department.

### 20.11.1 Minor Violations

* Late reconciliation of transactions within Emburse Enterprise (Formerly Chrome River). All charges for a statement period, which ends on the 14th of each month, must be reconciled by the 21st of the month.
* Missing or inadequate receipts attached to transactions within Emburse Enterprise (Formerly Chrome River)
* Other infractions deemed as minor by the P-Card Administrator

### 20.11.2 Major Violations

* Split transactions (to circumvent single transaction limit)
* Non-allowable purchases
* Failure to comply with NC State Contract Terms (without acceptable explanation)
* Allowing another individual to use your P-Card
* Personal purchase that is made in error.
* Other infractions deemed as major by the P-Card Administrator.

### 20.11.3 Criminal Activity

Personal purchases that are intentional.

* These purchases can lead to termination and potential criminal prosecution.

## 20.12 Procurement Training Requirements

### 20.12.1 Procurement Cardholders

All procurement cardholders must complete mandatory training prior to receiving a purchasing card. Topics include:

* Acceptable and unacceptable card use
* Documentation and receipt requirements
* Monthly reconciliation and approval process
* Handling violations and escalation procedures
* Refresher training is required every two years or as policies change. Acknowledgment forms must be signed and filed.

## 20.12.2 NC e-Procurement Requisition Approvers

Employees designated to approve requisitions should be trained on:

* Reviewing for budget accuracy and fund availability
* Confirming proper use of vendors and object codes
* Ensuring compliance with college and state procurement policy
* Detecting and reporting potential conflicts of interest
* Annual refresher training is encouraged and may be conducted in person or virtually.

Training records are maintained by the Procurement Office.

## 20.12.3 Emburse / Chrome River Users

Employees who submit or approve reimbursements and travel claims through Emburse (Chrome River) must complete system-specific training. This includes:

* Creating and submitting reimbursement requests
* Uploading receipts and itemizing expenses
* Understanding allowable vs. unallowable expenses
* Workflow for approvals and audit trails

Training is required upon initial system access and refreshed as features or rules change. The College Services department will maintain training logs.

* E-Procurement: The State’s electronic purchasing system used for requisitions, approvals, and ordering.
* Pressing Need: A circumstance requiring immediate procurement to avoid harm or interruption of service.
* Delegation: The spending authority granted to a college or agency by the State.

# 21.0 Version History

 March 2023

September 2024

 July 2025