

Purchasing/Equipment Procedures Manual

Mission Statement

The Purchasing and Equipment Department represents the college in the purchase of goods and services at the most favorable prices, terms and conditions to support the instructional programs and administrative services of the institution (Purchasing/Equipment Department Personnel, n.d.).

The above mission statement is set forth by the Purchasing/Equipment Department and approved by the college, but it is in no means the only focus of the Purchasing/Equipment Department. This department supports all aspects of the college including disposal of property and reissuing property across the college campuses, tracking assets, overseeing the transfer of equipment, entering new equipment, and bidding out surplus property.

Purpose

The purpose of this manual is to cover all information related to purchasing items and equipment. This manual should be helpful in understanding the proper procedures related to purchasing and equipment as set forth by the North Carolina Community College System and Forsyth Technical Community College. This manual serves both employees of the college and potential vendors of the college. Any questions can be directed to the Director of Purchasing/Equipment at (336) 734-7212.

Navigation of the Manual

The table of contents lists all the information contained in the manual. Simply, click on any heading to be directed to the information about that heading. To return to the table of contents, click on “top” at the bottom of the content under each heading. The manual can be printed out if desired.

Table of Contents

Purchasing

Purchasing Authorization Requisitions

Requisition Cut off Dates

Purchase of Term Contract Items

Purchase of Non-Term Contract Items (Open Market Purchases)

Small Order Policy

Purchasing Thresholds

Purchases for Personal Use by Employees

Unauthorized/Confirming Purchase

Emergencies and Pressing Needs

Blanket or Standing Order

Changes to Purchase Orders

Purchasing Flexibility

Purchase of Air Conditioning Units

Purchase of Books

Purchase of Carpeting

Purchase from College Bookstore

Purchase of Compressed Gas Cylinders and Returnable Containers

Purchase of Copiers

Purchase of Draperies/Window Treatments

Purchase of Flowers

Purchase from Faculty/Staff Service Center (Office and Instructional Supplies)

Purchases from Foreign Sources

Purchase of Fuel

Purchase of Furniture

Purchase of Radiation-Producing Equipment

Purchase of Radioactive Materials

Purchase of Subscriptions

Purchase of Used Equipment

Historically Underutilized Business Participation (HUB Vendors)

Solicitation of Bids, Quotes, Proposals, and Information

Purchasing/Equipment Handbook

Writing Equipment Specifications

Justification Memorandum

Purchasing Specifications (Brand Specific, Performance Based, etc.)

Qualified Products List

Standard Specifications

Motor Vehicle Acquisition

Motor Vehicle Rental

Motor Vehicle Service and Repair

Minor Construction and Repair

Excise and Sales Taxes

Rental/Lease of Equipment

Repair of In-Warranty Equipment

Repair of Out-of-Warranty Equipment

Trade-In Allowances

Product/Service/Equipment Demonstration by Vendors

Purchase after Demonstration

Utilities

Accepting Gifts or Favors from Vendors

Avoiding Conflict of Interest

Solicitation by Sales Representatives

Goods on Consignment

Complaint to Vendors

Travel

Travel Authorization

Purchase of Airline Tickets

Subsistence Allowances (Rates)

Receiving Procedures

Receiving by Authorized Personnel

Receiving in Colleague/Datatel

Purchasing/Equipment Handbook

Returning Merchandise

Quality Acceptance Inspections

Evaluation of Equipment

Expenditure Accounts

Object Coding

Special Funds

Equipment Procedures

Responsibilities for Equipment

New Equipment Requiring Asset Tags

Transfer of Equipment

Lost or Stolen Equipment

Assignment of Equipment

Disposal of Equipment

Termination of Programs

Reassignment of Equipment Custodians

Exit Inventory and Procedures

Laptops and Exiting Employees

Donations to Forsyth Tech

Donations from Forsyth Tech

Inter-Agency Transfer

Transfers from State Agencies

Inter-Departmental Transfer

Forms

Cannibalized Equipment (Form 4-11 Revised)

Equipment Tracking Annual (Form 4-13)

Equipment Tracking Authorization

Inventory Control (Form 4-8 Revised)

Property Trade-In (State Surplus Form)

Complaint to Vendor (P&C Form)

(Internal Form)

Unauthorized Purchase Violation Warning Form (Internal Form)

Purchasing Procedures

Purchase Authorization

All purchases for Forsyth Tech are the responsibility of the Vice President of Business Services or persons designated by the Vice President of Business Services. **No employee of the College, other than the President or Vice President of Business Services, is authorized to sign contracts, agreements, or make purchases which would obligate the College for payment.** *College employees may be held personally responsible for unauthorized purchases.*

Except where a waiver, special delegation, exemption, or an emergency purchase is permitted by rule, all purchases involving the expenditure of public funds made by universities and other agencies for commodities, services and printing, not covered by statewide term contracts, shall comply with the following delegations and procedures: (North Carolina Department of Administration Purchase & Contract Administrative Code, .0301, 2004).

The college will follow all rules set forth by the state of North Carolina including all areas mentioned in this document that pertain to purchasing procedures.

Requisitions

The General Statutes of North Carolina, the Division of Purchase and Contract, the North Carolina Community College System, and Forsyth Tech all regulate purchasing procedures. The procedures must be followed in order to purchase supplies, materials, equipment, or

Purchasing/Equipment Handbook

to obtain services, regardless of the fund source. Specific questions should be referred to the Purchasing/Equipment Department. Training programs for employees in purchasing procedures or use of the Division of Purchase and Contract are available through the Purchasing/Equipment Department.

Any full-time faculty or staff member may originate requests for supplies, equipment, services, or equipment repair. **Requisitions for items or services requiring prepayment are strongly discouraged and will generally not be approved. It is highly recommended to locate a vendor that will accept Forsyth Tech's purchase orders.**

Supply items are expendable and inexpensive. Equipment items are non-expendable which can be repaired, and that represent an investment of money. Equipment may be minor at less than \$1,000 per item or major at \$1,000 or more per item.

The majority of requisitions processed are to vendors registered in the NC E-Procurement System in which purchase orders are electronically submitted. In the case of purchasing items or services from a new vendor, the Purchasing/Equipment Department will need a W-9 tax identification form submitted from the vendor before a purchase order can be placed. Contact the Purchasing/Equipment Department for questions regarding this form.

The requisition form can be found on TechLink-Purchasing Site-Shared Documents-Requisition Form. Please use the form from this site. It is kept up-to-date with the correct sales tax. All requisitions require the signature of the originator and the approving signature of a dean, director, or vice president. Equipment requisitions also require the signature of the appropriate vice president. In addition, equipment requisitions with a total order cost of \$10,000 or greater require the signature of the President, and the original document should be submitted to the Purchasing/Equipment Department for processing. Each department should keep a copy.

Requisition Cut off Dates

During the fiscal year, the last day to order equipment will be during **the first week of April**. Any anticipated equipment purchases

Purchasing/Equipment Handbook

requiring written requests for quotations (anything over \$2,500) should be sent to the Purchasing Department before **the last week of March**. The last date for all other requisitions will be **the first week of May**. These deadlines will allow us to receive and pay for items in this fiscal year. Only requisitions of an emergency nature will be considered after these dates. Thank you for your cooperation. Reminders will be sent out each year with the exact dates.

Purchase of Term Contract Items

The North Carolina Division of Purchase and Contract has established term contracts for many supply and equipment items used by agencies within the state of North Carolina. Items listed on term contracts **must** be purchased from the vendors listed on the contract at the negotiated term contract price. Prices and terms of the contract are binding for the term of the contract. Term contract information is available at the following website through the North Carolina Division of Purchase and Contract: <http://www.doa.state.nc.us/PandC/> Training programs for employees in using the Division of Purchase and Contract web page are available through the Purchasing/Equipment Department.

Purchase of Non-Term Contract Items (Open Market Purchases)

Supply or equipment items with a **total order cost** of less than \$1,000 may be purchased without obtaining competitive quotations. Comparative shopping to obtain lower pricing is strongly encouraged.

Supply or equipment items with a **total order cost** of \$1,000 to \$2,500 can be obtained by email, telephone, or facsimile (FAX) quotations from a minimum of three (3) vendors. One or more of the quotes must be from a Historically Underutilized Business (HUB). Contact the Purchasing Department for assistance in identifying HUB vendors. Email quotations should be attached to the requisition. Telephone quotations should be recorded on a Forsyth Tech telephone quotation sheet (available in the GroupWise Library) and attached to the requisition. Facsimile (FAX) quotations should be sent to prospective vendors on a Request for Quote form available from the

Purchasing/Equipment Handbook

Purchasing/Equipment Department. All facsimile (FAX) quotations must be attached to the requisition.

Supply or equipment items with a **total order cost** expected to exceed \$2,500 should be submitted on a requisition to the Purchasing/Equipment Department. Complete specifications for the requested items should be attached. The Purchasing/Equipment Department will obtain quotations in accordance with the regulations of the North Carolina Department of Administration and the Division of Purchase and Contract. Requisitions requiring written quotations or bids will require additional time for preparation of specifications and solicitation of quotations or bids.

Small Order Policy

The college's designation of small orders includes anything under \$1000 and does not need quotes or bids. Term contract items must be purchased if available.

Purchasing Thresholds

➤ Small Purchases \$0—\$1,000

Small purchases with no competition required are up to \$1,000.

➤ Purchases \$1,000—\$2,500

Written informal quotations are required for \$1000—\$2500 (this form can be found on the Intranet under TechLink Purchasing Forms entitled, "Telephone Quotations.")

➤ Purchases \$2,500 and Up

Formal bids are required for purchases of \$2500 and up.

➤ Purchases \$5,000—\$10,000

Purchases of \$5,000—\$10,000 range – EQuote can be used or the college will handle the quotes and bids internally.

Purchasing/Equipment Handbook

➤ Purchases \$10,000 and Up (Non IT Related)

Purchases \$10,000 and up (non IT related) – An Invitation for Bid (IFB) will be submitted on the Interactive Purchasing System (IPS) for a minimum of 10 business days.

➤ Purchases \$10,000—\$25,000 (Information Technology Related)

Purchases of \$10,000—\$25,000 Information Technology related – An Invitation for Bid (IFB) will be submitted on the Interactive Purchasing System (IPS) for a minimum of 10 business days.

➤ Purchases \$25,000 and Up (Information Technology Related)

Purchases of \$25,000 and up Information Technology related – An Invitation for Bid (IFB) will be submitted to the State Information Technology Procurement Office (IT) for a minimum of 10 business days.

Purchases for Personal Use by Employees

According to N.C. General Statute 143-53; 143-58.1, no state employee shall enter into any contracts or make any purchases for personal profit or benefit.

Unauthorized/Confirming Purchase

Employees will be held responsible for any purchases made for the college without proper authorization. The college has no obligation to reimburse an employee after an unauthorized purchase has been made. Prior to any purchase, all purchases are to be routed through your direct report, signed by the appropriate persons in your area, and submitted to the Purchasing/Equipment Department for approval.

Emergencies and Pressing Needs

Emergencies and pressing needs will arise from time to time and are defined as:

... a pressing need is one arising from unforeseen causes including, but not limited to, delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work while emergencies are defined as situations which endanger lives, property or the continuation of a vital program and which can be rectified only by immediate, on-the-spot purchases or rental of commodities, printing or services (NCDOA, 2004).

If an emergency or pressing need does not meet these criteria, it will be handled as a normal purchasing request.

Blanket or Standing Order

Certain anticipated recurring expenses may be handled by the issuance of a Blanket Purchase Order. For example, a department issuing pagers to employees may submit a requisition for a specified time (maximum time is one fiscal year). Contact the Purchasing/Equipment Department for details on creating a Blanket Requisition.

Changes to Purchase Orders

The Purchasing/Equipment Department changes vendors and budget codes on requisitions as needed. The Purchasing/Equipment Department approves only the quantity and price up to a 5% increase in price, and we will notify the end-user of price increases over 5%. Any changes to increase the quantity or to add or to remove items, can be made by calling the Purchasing/Equipment Department; however, an email will need to be sent to us indicating the end-user's approval and the final supervising authority's approval (if required within your department) of the changes to the requisition or purchase order.

Purchasing/Equipment Handbook

Occasionally, changes will need to be made on orders either by the vendor notifying the Purchasing/Equipment Department because of an incorrect price, discontinued item, or by the end-user due to quantity changes or to add or to remove items. Changes to orders will be confirmed on the Requisitioner Copy of the purchase order.

Purchasing Flexibility

Under certain circumstances the college can purchase items on state contract through non-term contract vendors for a better price. Please contact the Purchasing/Equipment Department for specific information regarding this purchase option.

Historically Underutilized Business Participation (HUB Vendors)

The College has a Board adopted policy to encourage and promote equal opportunities for Historically Underutilized Business (HUB Vendors). This policy **is in support of a** more diverse participation in all aspects of procurement and contracting opportunities at Forsyth Tech. Our goal is to utilize Forsyth Tech's expenditures for the procurement of goods and services from HUB Vendors with a minimum of at least 10 percent but encourage more procurement from HUB Vendors.

Solicitation of Bids, Quotes, Proposals, and Information

The college follows all rules and regulations set forth by the North Carolina Division of Purchase and Contract and the North Carolina Community College System Administrative Code.

The following Bid Forms are used by the college:

- Invitation for Bids (IFB)
- Request for Quote (RFQ)
- Request for Proposals (RFP)

All forms can be found on the Internet under NC Department of Administration.

Writing Equipment Specifications

Requisitions over \$2,500 for open market purchases require written equipment specifications. Please submit written specifications in electronic form to the Purchasing/Equipment Department director.

Justification Memorandum

Purchase requests indicating “brand specific” requests (over \$2,500) must include written justification indicating the reasons for the specific brand requested.

Purchasing Specifications (Brand Specific, Performance Based, etc.)

Specifications for the purchase of items that are to be brand specific, performance based, or other specifications not included in a standard item specification should be clearly detailed in all communication for bids, quotes, or proposals.

Qualified Products List

In order for vendors to have products listed with the North Carolina Division of Purchase and Contract, the vendor needs to be sure that all products are listed properly with [Vendor Link NC](#). The products need to be properly registered with the correct commodity code in order for proper communication of products on the list. The qualified products list can be found at: <http://www.pandc.nc.gov/qplist.asp>

Standard Specifications

Purchasing/Equipment Handbook

In order for vendors to have standard specifications listed with the North Carolina Division of Purchase and Contract, the vendor needs to be sure that all products are listed properly with [Vendor Link NC](#). The products need to be properly registered with the correct commodity code in order for proper communication and review of the standard specifications of products. The standard specifications for items on state contract can be found at: <http://www.pandc.nc.gov/splist.asp>

Purchase of Air Conditioning Units

Air conditioning units that are affixed to a building are not covered on state contract. This type of purchase would need to be bid out in order to get the best pricing available. An employee of the Facilities and Construction Department will contact a vendor to come on site and inspect existing units in order to determine the specifications needed for the unit installation. The bid will then be written up by the specifications. A pre-bid meeting will be held for all interested vendors and any additional specifications will be included in a bid addendum and posted to the bid before bid opening date.

Purchase of Books

Textbooks are purchased by the bookstore. Please, contact the bookstore for details.

Purchase of Carpeting

Carpet is on state contract. Small projects do not require the bid process. A vendor on state contract is contacted by an employee of the Facilities and Construction Department at the college. The vendor takes measurements and gives the college a quote. The college can opt for pricing to include moving of furniture. Larger projects requiring carpeting will go through the state bid process.

New construction and renovations are usually part of a contract through construction projects handled by the Facilities and Construction

Purchasing/Equipment Handbook

Department at the college.

Carpet with a purchase price of \$2500 or more has to be quality inspected by the NC Division of Purchase and Contract inspector.

Purchase from College Bookstore

All supply orders should be filled by the Faculty Staff Service Center first. If items are available at the College Bookstore, they may be purchased for departmental use. Anything not available through either of these sources may be requisitioned from an outside vendor.

Purchase of Compressed Gas Cylinders and Returnable Containers

A variety of instructional programs and maintenance routinely use compressed gases. Individuals who want to begin using and storing compressed gas cylinders should contact the Environmental Services Department for instructions on storage prior to purchasing. The North Carolina Division of Purchase and Contract has Term Contract No. 430A that states:

Contractors shall offer and provide a cylinder inventory system acceptable to the agency and/or State. If this service is determined to be unacceptable, the State reserves the right to exempt the agency from this contract, and to bid the agency's requirements separately. The cylinder inventory system shall be conducted at no charge, upon request by any large user. Cylinders shall remain the property of the contractor, and using agencies shall return empty cylinders at contractor's expense. State agencies are not required to pay deposits on cylinders (2010).

The contract is for rental of tanks in standard sizes and delivery charges apply. Contact the Purchasing/Equipment Department for a Blanket Purchase Order.

Purchase of Copiers

Copiers and copier supplies are on NC State Contract 600-B. This is a mandatory State Contract. Visit the State website below or contact the Purchasing/Equipment Department for further details. http://www.its.state.nc.us/ITProcurement/TermContracts/Contracts/600B/600B_Copiers_Web_03-19-10.pdf

Purchase of Draperies/Window Treatments

Draperies and window treatments are no longer on state contract. The college uses Contract Shading Systems because the vendor has agreed to continue to honor the former state pricing that was part of state contract. The Purchasing/Equipment Department has a letter from the vendor stating that the pricing will continue to be honored.

Purchase of Flowers

Purchase of flowers fall under college policy 221 and can be found in the employee handbook:

221 Remembrance Fund Policy

The Board of Trustees has authorized a campus-wide remembrance fund using some receipts from the canteen fund. Flowers and memorials (not to exceed \$50.00) should be sent on the following occasions:

- A.** In case of a death in the immediate family of a full-time College employee or Board of Trustee member (immediate family will include parent or step-parent, spouse and children or step-children).
- B.** In case of sickness of a full-time College employee or Board of Trustee member requiring an overnight hospital stay or prolonged (minimum of ten days) illness at home.
- C.** In case of birth of baby/adoption into the family of a full-time employee or Board of Trustee member of the College.

Purchasing/Equipment Handbook

Such occasions should be reported to the appropriate supervisor whose office will then be responsible for notifying the Executive Assistant or Executive Secretary to the President.

In other instances of sickness, death, etc., the College encourages departments/divisions to acknowledge the occasions appropriately by sending cards, flowers, memorials, etc., and by asking for donations from their area. The immediate supervisor of the employee involved is asked to notify all employees (via electronic mail or by other means) so that other employees may personally acknowledge the occasion (2010).

Purchase from Faculty/Staff Service Center (FSSC) (Office and Instructional Supplies)

Employees are encouraged to purchase many commonly used office and instructional supplies from the Faculty/Staff Service Center. Requisitions submitted for items normally carried by the FSSC may be returned to the requisitioner. If other office supplies are needed and are not available in the FSSC, each division has persons authorized to participate in the State Term Contract for electronic office supply ordering. **Supply orders should be combined at the divisional level until orders total a \$100 minimum order.**

Purchases from Foreign Sources

The state of NC has specific guidelines for purchases from foreign sources. Please, contact the Purchasing/Equipment Department for further information.

Purchase of Fuel

Fuel purchases are usually made through county funds and a credit card can be obtained in the Maintenance Services Department. Fuel purchases are only for vehicles owned or leased by the college.

Purchase of Furniture

Most furniture items are on state contract for classrooms, offices, libraries, and conference rooms. Most frequently purchased items for these areas should be purchased through state contract.

Purchase of Radiation-Producing Equipment

A variety of instructional programs routinely use radiation-producing equipment. Individuals who want to begin using radiation-producing equipment should contact the Environmental Services Department on campus and coordinate with the NC Radiation Protection Section that is part of the Division of Environmental Health in Raleigh <http://www.deh.enr.state.nc.us/aboutdeh.htm> for instructions on proper signage, licensing, and registration prior to purchasing. According to Bennifer Pate of the NC Radiation Protection Section,

Prior to the installation of the equipment, a shielding design must be done and submitted to us for acknowledgment. The shielding design must be performed by a service company registered to do this service. Once the shielding design is acknowledged by us, the equipment can be installed (Personal communication, April 7, 2010).

The Purchasing/Equipment Department maintains a list of approved vendors, and the vendor has to be registered with the NC Radiation Protection Section. Contact the Purchasing/Equipment Department for purchase procedures.

Purchase of Radioactive Materials

The college does not at this time purchase any radioactive materials. A license is needed to purchase and store radioactive materials prior to ordering.

Purchase of Subscriptions

Subscriptions are treated like any other purchase. An employee must submit a requisition to the Purchasing/Equipment Department. A copy of the purchase order will be sent to the employee. When the subscription is for a magazine, the employee should contact the Purchasing/Equipment Department immediately upon receipt of the first month's issue of the subscription.

Purchase of Used Equipment

Used equipment is normally purchased or negotiated only from other state agencies through the State Surplus Property Agency. Contact the Purchasing/Equipment Department concerning specific requirements for the purchase of used equipment.

Motor Vehicle Acquisition

Motor vehicle acquisition follows the same procedure as any other piece of equipment to be purchased. Vehicles fall under NC state contract. Please review the NC state contract and submit an authorized requisition to the Purchasing/Equipment Department.

Motor Vehicle Rental

The Maintenance Department maintains a fleet of vehicles for use by college employees for college business. In the event that a fleet vehicle will not accommodate the needs of the college, contact the Purchasing/Equipment Department for rental agency information. Only certain agencies will accept purchase orders from the college without requiring a credit card.

Motor Vehicle Service and Repair

Motor vehicle service and repair is treated as any other equipment service or repair. Employees need to submit a requisition to the Purchasing/Equipment Department. Once the employee receives the authorized purchase order, arrangement can be made for repair services. In case of emergency or pressing need contact the Purchasing/Equipment Department.

Minor Construction and Repair

Employees should contact the Manager of Facilities and Construction for guidelines and information on minor construction and repair. Requisitions will be created by the Facilities and Construction Department.

Excise and Sales Taxes

Sales tax is applied automatically to all appropriate purchases. The current sales tax rates are maintained within the purchasing system. Sales tax is paid to vendors directly unless the vendor's invoice excludes the tax. Sales tax that has not been assessed by vendor invoice is paid directly to the North Carolina Department of Revenue. Excise tax on gasoline purchases and telephone service is assessed by the vendor and paid directly to the vendor.

Rental/Lease of Equipment

Rental or lease of equipment is treated the same as a purchase. Employee should submit a requisition to the Purchasing/Equipment Department. Upon receipt of the authorized purchase order, the employee may proceed with a rental or lease of equipment. A copy of the rental /lease agreement should be retained by the employee and the Purchasing/Equipment Department. These records should be maintained for a minimum of seven years.

Repair of In-Warranty Equipment

Contact the Purchasing/Equipment Department for equipment that is still under warranty and needs to be repaired. If you are unsure if the equipment is still under warranty, please contact us so we can determine the warranty status. There should not be a cost for in-warranty service.

Repair of Out-of-Warranty Equipment

Where materials are being purchased for a repair that Forsyth Tech employees will perform, the purchase of materials must be handled in accordance with normal purchasing procedures. In the event an emergency repair is necessary, contact the Purchasing/Equipment Department for instructions. Please take into consideration the cost of the repair versus the cost of buying new equipment. Some equipment cannot be serviced by our Maintenance Department.

Trade-In Allowances

All trade-ins must be approved in advance by the NC State Surplus Office. Contact the Purchasing/Equipment Department regarding completing the necessary paperwork to request approval from NC State Surplus.

Product/Service/Equipment Demonstration by Vendors

Under certain circumstances the college may elect to request a vendor to demonstrate a product or service (without charge). The demonstration shall in no way obligate the college in any way and the vendor shall promptly remove all demonstrated products at no cost to the college.

Purchase after Demonstration

It may be advantageous for the college to purchase equipment or services after a demonstration by a vendor. In such an event, there shall be no cost to the college for the demonstration. Purchase requests after a demonstration will be processed and handled in the same manner as any other requisition for purchase. The college will follow all college policies and procedures as outlined in this manual.

Utilities

Routine, recurring expenses such as electricity, water and garbage may be processed through Accounts Payable without a Purchase Order. Such payments must be approved in advance by the Vice-President of Business Services.

Other recurring annual expenses for instructional and operational purposes such as classroom supplies, security services, and telecommunications may require a blanket purchase order. These types of expenses should be reviewed by the respective departments at the end of each fiscal year and submitted to the Purchasing Department for processing. The Accounts Payable Department will then make payments based on the blanket purchase orders. Contact the Purchasing/Equipment Department with any questions.

Accepting Gifts or Favors from Vendors

The college follows the laws set forth by N.C. General Statute 133-32 and Executive Order No. 24 set forth by the Governor's office. Employees are not permitted to receive gifts from any vendors as stated by Executive Order No. 24, "... no State employee should be permitted to accept gifts or favors from contractors working or seeking to work with the employee's agency...." Violation of N.C. General Statute 133-32 is a Class 1 misdemeanor. Proper donations to the college can be made through the Forsyth Technical Community College Foundation.=

Avoiding Conflict of Interest

In order for the college to protect its employees, no purchases will be made from state employees. This follows the N.C. General Statutes Sections 14-234 and 14-236.

Solicitation by Sales Representatives

As Forsyth Technical Community College follows a centralized purchasing system, employees are not allowed to place orders directly with sales representatives. All requests to purchase by employees should be forwarded to the Purchasing/Equipment Department.

Goods on Consignment

Forsyth Technical Community College does not accept goods on consignment.

Complaint to Vendors

Employees having concerns about a particular vendor should contact a member of the Purchasing/Equipment Department to discuss their concerns. The college follows the NC Division of Purchase and Contract guidelines to resolve all complaints with vendors.

Travel

Travel Authorization

All travel arrangement documents can be found in the GroupWise default library under Business Services except for the Vehicle Form that

Purchasing/Equipment Handbook

can be found on TechLink under Physical Plant Services shared documents.

Before travel arrangements are made, a Travel Authorization must be completed, signed by the appropriate division or department head, and submitted to the president of the college for final approval. Once approval is obtained, travel arrangements can be made. If a vehicle will be needed, a vehicle form must be filled out, signed, and turned into the Maintenance Department. **Requisitions for registration may be submitted to the Accounts Payable Department.** Hotel arrangements will be made by the employee, and a Reimbursement of Travel and Other Expenses Form need to be filled out by the employee upon return from travel and submitted to the Accounts Payable Department (hotel receipts must accompany this form). Contact the Accounts Payable Department for questions about travel and to make sure that travel does not have any restrictions.

Subsistence Allowances (Rates)

	In-State	Out-of-State
Breakfast	7.75	7.75
Lunch	10.10	10.10
Dinner	17.30	19.65
Lodging	65.90	78.05
Daily Total	\$101.05	\$115.55

Purchase of Airline Tickets

All travel arrangement documents can be found in the GroupWise default library under Business Services. Before travel arrangements are made, a Travel Authorization must be completed, signed by the appropriate division or department head, and submitted to the president of the college for final approval. **Requisitions pertaining to airfare for travel may be submitted to the Purchasing/Equipment**

Department, however before a purchase order is processed an approved travel authorization must be received in the Accounts Payable Department for review. Once approval is obtained, travel arrangements can be made. Please be sure to get airline tickets as soon as approval is obtained because the ticket price could go up, and increased ticket prices could cause problems with reimbursement.

Requisitions for registration may be submitted to the Accounts Payable Department. Hotel arrangements will be made by the employee, and a Reimbursement of Travel and Other Expenses Form need to be filled out by the employee upon return from travel and submitted to the Accounts Payable Department (hotel receipts must accompany this form). Contact the Accounts Payable Department for questions about travel and to make sure that travel does not have any restrictions.

Receiving Procedures

Receiving by Authorized Personnel

Only authorized personnel should be physically receiving items for the college. Authorized personnel includes: the Receiving Department at the College Bookstore, the Receiving Department at Maintenance, some designated end-users, and special personnel authorized to receive items for the college.

All shipments received must be examined upon receipt for correctness of quantity and item ordered. Any damage to external cartons must be noted on the delivery document in order to justify claims against the carrier. A full-time employee of the College must sign all packing slips or invoices received with a shipment. The packing slip and the invoice should be attached to the receiving copy of the purchase order and sent to the Receiving Department within three days so payment can be made. Partial shipments may be received, and the **Receiving Copy** of the purchase order should be sent to the Receiving Department indicating the items received.

Receiving in Colleague/Datatel

Before payment can be made for goods and services “Receiving” must be done in the Datatel/Colleague system. This function is the responsibility of the Receiving Department. Most items are processed and received at the Bookstore loading dock by the Receiving Department. However, there are situations where employees need to complete the appropriate “Receiving” paperwork and forward the paperwork to the Receiving Department. Furniture, for example, is delivered directly to the employee. Upon successful delivery of the furniture, the employee needs to authorize payment by sending the “Receiving” copy of the Purchase Order to the Receiving Department.

Returning Merchandise

If merchandise needs to be returned, the end user needs to contact the vendor and explain the need for the return. The vendor will give the end user instructions on how to handle the return. Some vendors require a return authorization number prior to returning items. The vendor will let the end user know who will be responsible for any shipping charges. Any credit memos should be sent directly to Accounts Payable. Once the vendor has been contacted, the end user needs to contact the Receiving Department in the Bookstore for specific instructions on returning items.

Quality Acceptance Inspections

Certain items require a quality acceptance inspection by an inspector from the NC Division of Purchase and Contract before items can be received and final payment sent. The inspection is mandatory for items with a cost of \$10,000 or more except for venetian blinds (\$2,500). A complete list of items requiring a quality acceptance inspection can be found at the NC Division of Purchase and Contract:

<http://www.pandc.nc.gov/qcinsp1.htm>

Some common items that need to be inspected include: venetian blinds (over\$2,500), furniture, carpet, and draperies. As stated on the NC Division of Purchase and Contract website for quality inspection items,

Purchasing/Equipment Handbook

This list identifies only those items that routinely require an acceptance inspection by the Quality Acceptance Representative PRIOR to release of final payment. The Quality Acceptance Inspection shall be mandatory when the item costs \$10,000 or more, except as noted. Purchasers shall include the statement calling for Quality Acceptance Inspection in the Invitation for Bids (or Request for Quotation), and furnish a copy of the IFB/RFQ to the Outreach and Education Section. Also furnish the Section with a copy of the Contract Certification/Purchase Order at the time of distribution (2010).

Evaluation of Equipment

Any department that wants to have equipment installed by a vendor for evaluation purposes must contact the Purchasing/Equipment Department prior to the vendor installing the equipment. The college must maintain proper protocol for financial and insurance reasons. Permission to install must be granted by the Purchasing/Equipment Department and Vice President of Business Services prior to installation. The vendor will be responsible for all costs incurred. The evaluating department is not authorized to commit the college to purchase or lease any equipment from the vendor. At the end of the evaluation period, the vendor must supply all shipping materials and return freight charges. The evaluating department must make sure that the equipment is packed and returned to the vendor immediately. The college at no time assumes any responsibility for the equipment being evaluated.

Expenditure Accounts

Expenditure account budget codes are provided to the appropriate departments and they in turn use their assigned codes on their requisition forms. All restricted expenditure accounts (i.e. grants and specific State and County allocations) are approved by the individuals that oversee the restricted funding. Once the requisition has been entered and the purchase order process is initiated, the expenditure account budget codes are reviewed by the Vice President of Business Services before the purchase order is issued to the vendor.

Object Coding

Object coding is a code that identifies, "... specific assets, liabilities, fund balance, revenues & expenses" (NCCCS, 2010). Object codes follow the format established by the Accounting Procedures Manual, which is found on the North Carolina Community College's System Office website:

http://www.ncccommunitycolleges.edu/Business_Finance/docs/Accounting%20Procedures%20Manual/Section%203/SEC3_%20Colleague%20Revised%20v2.%2002.02.2010.pdf

Object codes are defined in the manual and used by the college where appropriate and needed. An example object code is the six digit object of "526000" defined as Office Supplies. This code is created for departments who are authorized to order office supplies.

Special Funds

Purchases made from Special Funds include authorized products and services for auxiliary enterprises (bookstore, cafeteria and others), gifts and grants (private, state, federal), plant fund (construction) and agency funds. Requisitions for Special Fund purchases are approved by authorized personnel before processing. With gift and grant purchases, the Foundation/Grants Accounting Office reviews and signs off on all requisitions.

Equipment Procedures

Responsibilities for Equipment

All employees are expected to exercise reasonable care in maintaining property and equipment owned or assigned to Forsyth Tech. The furniture and equipment at Forsyth Tech are property of the North Carolina Community College System. Major equipment and furniture items are assigned an inventory number to identify the item. Inventoried items are assigned to various programs and designated individuals are responsible for proper utilization, security, and identification of the items. An annual internal audit of major equipment

Purchasing/Equipment Handbook

must be conducted during each fiscal year and the results submitted to the North Carolina Community College System. The custodian of the equipment assigned to each program is expected to be present for the internal equipment audit. An internal audit of major equipment may be conducted at any time during the fiscal year as the Purchasing/Equipment Technician and Director deems necessary.

New Equipment Requiring Asset Tags

All new equipment that requires an asset tag which includes equipment such as laptops or projectors must have an asset tag placed on it prior to leaving the Forsyth Tech campus for off campus use.

Transfer of Equipment

Before any equipment is moved, the Equipment Transfer Form must first be filled out and sent to the Purchasing/Equipment Department. The Purchasing/Equipment Department will approve or disapprove the move and notify the department involved with the transfer and the maintenance department. This form can be found on TechLink under the Purchasing site or the Equipment site.

Office moves will be handled at the discretion of the Purchasing/Equipment Department. Transfer forms, Maintenance Services Forms, Help Desk Requests, Disposal Forms, and Requisitions should all be filled out no less than two weeks prior to the requested move date. The Move Procedures Document can be found on TechLink under the Equipment site.

Lost or Stolen Equipment

Loss or theft of items should be reported to the Campus Police Office and the Purchasing/Equipment Technician and Purchasing/Equipment Director **as soon as the loss is discovered**. Employees may be held responsible for loss of property from an area left unsecured by the employee. You may ask other employees and inquire of the whereabouts of the equipment, but you **must report it**

immediately. It does not matter if you think it will turn up later. You must take action immediately.

Assignment of Equipment

Forsyth Tech equipment shall not be used off campus by any college employee unless the equipment is used for the purpose of preparation of teaching duties or record keeping in connection with classes or duties for the College. Permission to use equipment off campus must be granted by the responsible dean or director and approved by the appropriate vice president. A completed **Assignment of Equipment form** with all necessary signatures is to be filled out and sent to the Purchasing/Equipment Department and kept on file for each fiscal year. All assigned equipment shall be returned to the College prior to the expiration date as shown on the employee's contract for employment. **New Assignment of Equipment forms are required to be filled out each year.** Employees are responsible for the loss or damage to equipment while the equipment is off the campus. This form can be found on TechLink under the Purchasing site or Equipment site.

Disposal of Equipment

State law does not allow us to sell items to individuals, nor give nor donate them to groups or non-profits. Any proceeds generated from the sale of such items go into the general equipment fund rather than to the department which bought or used the equipment. Legal and proper disposal of college equipment must be handled through the Purchasing/Equipment Department; individuals or departments should never sell, give away, or discard college equipment items. **This includes anything that is being thrown away other than regular trash items such as pens and paper whether or not it belongs to Forsyth Tech or not. If it is on Forsyth Tech property, and it is to be thrown out, an Equipment Disposal Form must be filled out.** This form can be found on TechLink under the Purchasing site or Equipment site.

Equipment or property that is surplus to the needs of a program is to be listed on an Equipment Disposal Form and submitted to the Purchasing/Equipment Department. The form requires the signature of the originator, supervising Dean or Director, and Vice-President. Surplus property is transferred to a surplus location on a space available basis. Please allow two weeks from the time the

Purchasing/Equipment Handbook

Purchasing/Equipment Department receives the paperwork for the request to be completed. This does not include the time it takes to get all signatures.

Final disposal of property by the college in which it leaves the campus may be accomplished by listing for bid through the State Surplus Property Agency or the disposal methods permitted in General Statutes 160A-265 - 160A-271 (North Carolina General Statutes, 2007). At this time it is open for bidding to the public. The public website for viewing bids is:

<http://www.ncstatesurplus.com/ssp/public/ssphomepage/ssp.htm>

Termination of Programs

All program terminations must go through the Program Development and Audit Office. At any time a program is terminated, a copy of the **Curriculum Program Termination Form** should be filled out and a copy sent to the Purchasing/Equipment Technician. No programs should be terminated without this form. All equipment associated with this program will need to be transferred to another program or another college. The Transfer Form should be filled out and turned into the Purchasing/Equipment Department.

Reassignment of Equipment Custodians

At any time that an equipment custodian is no longer responsible for the equipment that was assigned to him or her, the Director or Dean of that person needs to immediately notify the Purchasing/Equipment Technician and either assign a temporary custodian or a replacement custodian over the equipment. If he or she would like to have another inventory conducted at that time in order to understand what equipment is his or her responsibility, an appointment will be set up and an inventory will be conducted.

Exit Inventory and Procedures

When a Forsyth Tech employee leaves the college and is a custodian of equipment, an Exit Inventory must be conducted prior to the employee leaving. All equipment must be accounted for during the exit inventory and a copy kept on file for that employee. **DO NOT WAIT** until this time to report lost or stolen equipment.

Laptops and Exiting Employees

Employees who have possession of a laptop must fill out a transfer form and bring the laptop and all accessories to the Purchasing/Equipment Department prior to leaving. The laptop will remain on the same department's inventory, only the room location will change. The employee's checkout form will not be signed until the laptop and all accessories have been turned into the Purchasing/Equipment Department. The laptop will be backed up (CDs or discs must be supplied by the employee's department) and prepared for the next employee and will remain in the Purchasing/Equipment Department in a secure location until a transfer form is completed for the new employee to pick it up.

Donations to Forsyth Tech

Donations to Forsyth Tech are handled by the Forsyth Tech Foundation. An Equipment Donation form is available on TechLink under the Foundation site and the Equipment site. This form must be filled out by the receiver and turned into the Foundation/Grants Accounting Department.

Donations from Forsyth Tech

State law statute 160A-274 allows any governmental agency to transfer or donate equipment to another state funded organization. This statute includes other community colleges, state agencies, and our local school system (Equipment Procedures Manual Third Edition, 2001, p. 36).

Inter-Agency Transfer

Any equipment items that are no longer of use to the college and are believed to be reusable by another state agency will be listed through email to Purchasing Officers and Equipment Coordinators first excluding Federal equipment. An NCCCS form 4-11 will be filled out for all items transferred to another agency and must be approved by the VP of Business Services or designated person. The agency receiving the transfer will be responsible for picking up all equipment and must sign for receipt of items.

Transfers from State Agencies

Any equipment items that are no longer of use to a college or state agency and are believed to be reusable will be listed through email to Purchasing Officers and Equipment Coordinators. Available items can also be found on the State Surplus Property website. If usable property is located via email by the Purchasing/Equipment Department, an email will be sent out to end-users who may find the need for the property. The end-user will be responsible for contacting the transferring institution to find out if the item(s) are still available and the deadline for picking up said item(s).

An Equipment Transfer Form and will need to be filled out with the name, address, and contact person of the transferring college or state agency and the appropriate Inventory Custodian of Forsyth Tech. If the item(s) require electrical or other installation work contact Scot Quesenberry in the Physical Plant Department and note his approval on the form. Obtain a Fair Market Value from an external source and

Purchasing/Equipment Handbook

include this information on the form. Obtain approval from the appropriate Vice President. Submit the completed Equipment Transfer form to the Purchasing/Equipment Department for Business Services Division approval. Upon approval arrangements will have to be made to pick up the transferred item(s). **Neither the Purchasing/Equipment Department nor the Maintenance Department will be responsible for picking up equipment from other colleges or state agencies.** All paperwork obtained from the transferring college or state agency should be submitted to the Purchasing/Equipment Department. This should include a signature from the Forsyth Tech employee picking up item(s) from another state agency.

Inter-Departmental Transfer

An internal Equipment Transfer Form must be filled out for all inter-departmental transfers. This form should be filled out completely and signed by the requesting department and VP of the requesting department. Once the items have been received, the form must be signed by the department receiving the items and returned to the Purchasing/Equipment Department. This form can be found on TechLink, the internal website of the college under the Equipment Site.

References

Equipment Procedures Manual Third Edition. (2001). Raleigh, NC: North Carolina Community College System. P. 36

Forsyth Technical Community College Employee Handbook. (2010). Retrieved April 20, 2010 from Forsyth Tech TechLink website:

<https://techlink.forsythtech.edu/employees/hr/Employee%20Handbook/Forms/AllItems.aspx>

North Carolina Community Colleges System. (2010). Retrieved April 20, 2010 from NCCCS web site:

http://www.nccommunitycolleges.edu/Business_Finance/docs/Accounting%20Procedures%20Manual/Section%203/SEC3_%20College%20Revised%20v2.%202002.02.2010.pdf

North Carolina Department of Administration Purchase & Contract Administrative Code. (2004). Retrieved October 19, 2009, from North Carolina Department of Administration Web site: http://www.doa.state.nc.us/PandC/admcode.htm#P236_12714

North Carolina Department of Administration Purchase & Contract. Retrieved March 24, 2010, from North Carolina Department of Administration Purchase and Contract Web site: <http://www.pandc.nc.gov/qcinspl.htm>

North Carolina Department of Administration Purchase & Contract. Retrieved April 7, 2010, from North Carolina Department of Administration Purchase and Contract Web site: <http://www.pandc.nc.gov/430a.pdf>

North Carolina Department of Administration Purchase & Contract. Retrieved February 4, 2011, from North Carolina Department of Administration Purchase and Contract Web site: <http://www.pandc.nc.gov/946a.pdf>

Purchasing/Equipment Handbook

North Carolina General Statutes. (2007). Retrieved September 17, 2007, from North Carolina General Assembly Web site:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_160A/GS_160A-265.html

Purchasing/Equipment Department Personnel. (n.d.). Winston-Salem, NC

Forms (Downloadable)

Cannibalized Equipment (Form 4-11 Revised)

Equipment Tracking Annual (Form 4-13)

Assignment of Equipment (Internal Form)

Equipment Disposal (Internal Form)

Equipment Transfer (Internal Form)

Inventory Control (Form 4-8 Revised)

Property Trade-In (State Surplus Form)

Complaint to Vendor (P&C Form)

Unauthorized Purchase Violation Warning Form (Internal Form)