

SUBJECT: PURCHASING

1. Organization and Objectives

1.1 Delegated Authority

The Purchasing Office is a part of the Office of Administrative Services. The Vice President for Administrative Services and the Administrator of the State of Idaho Division of Purchasing have delegated all procurement negotiations to the Purchasing Agent. Purchasing regulations have been established in accordance with Idaho Code, Title 67, Chapter 57.

1.2 Responsibility and Objectives

The function of the Purchasing Office is the organization and administration of centralized purchasing services for all departments of the College. In providing these services in accordance with sound business practices and Division of Purchasing regulations, the office seeks to realize for the College the maximum value for every dollar expended.

To achieve this goal, the Purchasing Office has been charged by the Vice President for Administrative Services and the Division of Purchasing with responsibility for the following:

- A. Soliciting price quotations when possible to obtain maximum value from the expenditures of College funds;
- B. Developing and maintaining good relationships with suppliers that service the College and with the Division of Purchasing;
- C. Coordinating the procurement of goods and services for the academic, vocational, and administrative departments of the College;
- D. Developing and maintaining sources of supply to assure that the College departments have an adequate number of vendors from which to obtain supplies, equipment and services;
- E. Maintaining a reference library of product catalogs and directories of manufacturer's products;
- F. Disposing of all scrap, salvage, or any LCSC/State owned equipment no longer required in accordance with the Idaho Code as interpreted by the State Board of Examiners.

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1.3 Authorized Purchases

In accordance with the authority delegated to the Purchasing Agent by the Vice President for Administrative Services and the Administrator of the Division of Purchasing, all purchases, irrespective of the sources of funding, will be governed by the policies outlined in this manual.

Our basic policy is to obtain all supplies, equipment and services at the lowest cost to the College consistent with quantity, quality and availability of the items at the time of purchase. Solicitations will be sought as determined by State regulations. In conforming to this policy, the costs of the item(s) to be purchased, delivery charges, and delivery time required by the ordering department will be taken into account in the award of the bid.

No person is authorized to obligate the College without encumbering, in advance, sufficient funds to meet the purchase obligation. This practice applies to all requisitions regardless of the source of funding.

1.4 Gifts and Gratuities

It is the policy of the Purchasing Office as well as other related personnel of the College to decline personal gifts or gratuities in connection with the purchasing function. Purchasing Office staff may not accept personal gifts or gratuities from any current or potential supplier of goods or services to the College.

1.5 Conflict of Interest

College employees shall not profit, directly or indirectly, from public funds under their control nor shall they have a private interest in any contract made by them in their official capacity. Therefore, acquisitions made or authorized by an employee from a business in which the employee has an interest are prohibited. Interest is deemed present if the employee and/or his or her spouse or unemancipated minor children own ten percent or more of the assets of the business.

The College, in compliance with Idaho Code, Section 59-702, concerning ethics in government, has determined not to purchase (direct) from its own employees. The only exception being in a bid situation, which shall be well documented and determined to be in the best interest of the College and the State of Idaho.

2. Expenditure of Funds

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2.1 Fund Sources

All funds deposited with the College, regardless of source, are College funds and must be handled in accordance with this policy. Although departments are allocated funds in their budgets for a given period, this allocation is only an authority to requisition, not to purchase.

2.2 Account Numbers

Each department is assigned an account number or numbers by the Controller's Office. All requisitions must carry the complete number of the account(s) to be charged.

2.3 Requisition to Purchase

Only persons officially designated by the control schedule filed with the Controller shall have authority to issue requisitions.

For proper control, it is recommended that the purchasing function (including issuing requisitions and approving invoices) reside with one person within the department. The prompt processing of all work, however, remains the responsibility of the department chairperson or office director.

All requests for off campus purchases regardless of the source of funds must be processed through the Purchasing Office on a Requisition Form. Each requisition is pre-numbered.

Departments submitting the requisition are requested to follow the following guidelines:

- A. Each requisition must contain a complete description of the material or service desired--communication is extremely important. Care should be taken that each requisition lists only items that can all be furnished by one supplier, (e.g. do not request radioactive supplies and furniture on the same requisition).
- B. Each requisition consists of a 3-part form. The original and 2nd copies are to be forwarded to the Purchasing Office via the Controller's Office, and the 3rd copy retained in the department's files.
- C. Where possible, the department should furnish suggested sources of supply, giving the name and complete address of each vendor.

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- D. The signature of the person authorized to approve department expenditures must appear on each requisition, as well as that of the appropriate administrative officer(s). The requisition must then be coded and initialed by the Controller's Office.

The following information must be included on each requisition:

- Date the requisition was initiated;
- Name of the initiator, name of department and department phone number;
- Account number(s) to be charged.

2.4 Purchase Order

The purchase order is the instrument authorizing a vendor to release materials to the College with assurance of payment. It is a four-part form. This form is used to cover all types of purchases except those in excess of \$50,000, which may be covered by a State issued purchase order, and contractual orders (all contracts over 1 year in length and/or exceeding the College's local bidding authority amount are drawn up by or under the direction of the Division of Purchasing).

The purchase order is prepared by the Purchasing Office from a requisition submitted by a College department, with the original copy going to the vendor, one copy to Accounts Payable for payment, one copy to Inventory and the fourth copy remains in the Purchasing Office as a file copy. Only the Purchasing Office has authority to assign a purchase order number to a requisition.

2.5 Petty Cash

Petty Cash transactions are intended for emergency use only and do not require prior approval of the Purchasing Office. Purchases of this type should not include items carried on State Contracts or items in excess of \$50.00.

For reimbursement on items purchased in this manner, turn in receipts initialed and dated by your department head, with the appropriate account number indicated, to the Cashier in the Controller's Office.

2.6 Payment of Invoices

All invoices issued against College purchase orders will be directed to the Controller's Office for payment. Payments will be processed within ten (10) days of

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receipt of invoice unless notification is received from the ordering department indicating damaged or returned goods. Also, if a department feels a vendor has not met the terms of the purchase order and consequently does not feel payment should be made, they are instructed to notify the Controller's Office immediately and provide the Purchasing Office with details in writing.

3. General Rules

3.1 Cancellation or Modification of Orders

Requests for cancellation or modification of purchase orders including an increase or decrease in the dollar amount of the order should be submitted to the Purchasing Office -- preferably in writing -- by an officially designated individual, stating the reason for the change and referring to the purchase order number and vendor's name and address.

It is the requesting department's responsibility to inform vendors of changes and/or cancellations. The Purchasing Office will follow up by sending a copy of the change order or cancellation notice to the vendor. A copy will also be distributed to Accounts Payable, the requesting department, Inventory and a copy will remain in the Purchasing Office.

3.2 Receiving - Damages and Shortages

When receiving a shipment, be sure the delivery is yours; don't accept it if it is not. Make sure you receive the number of cartons that are listed on the Bill of Lading; note any discrepancies on quantity or description. Note any carton damage on the packing list and obtain a signature from the driver.

Inspect your shipment promptly. Government regulations require the receiver to file any claim within 15 days. Failure to comply with this regulation could result in a disallowance of the claim.

Notify the Purchasing Office in writing of any shortage and/or damage as soon as possible. The report can be on our complaint form or in a memo that includes PO number, date received, extent of damages, etc., and our copy of the Bill of Lading. Damaged items should not be moved from receiving point, and all shipping and packing materials must be held.

3.3 Mistakes in Shipping or Invoicing

Mistakes in shipping or invoicing should be reported promptly in writing to the

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Purchasing Office referring to the Purchase Order number and vendor involved. Departments should give sufficient detail concerning the mistake (include the invoice when applicable) so that we may take steps in conjunction with Accounts Payable to correct the error with the vendor.

3.4 Returns for Credit

When a vendor has shipped items as specified on a purchase order, they have legally complied with their part of the contract and are under no obligation to accept for credit any of those items delivered as specified. Acceptance of a return by the vendor is by no means automatic, and a restocking charge may be incurred. This charge will be assessed to the requisitioning department.

Requests for permission to return supplies or equipment to the vendor for adjustment or credit must be cleared through the Vendor and the Purchasing Office. Credit memos received by a department should be handled in the same manner as approving an invoice for payment. Returns or adjustments, which affect the encumbered amount of the purchase order, should be processed through the Purchasing Office via written memo. Purchasing will, in turn, notify the Controller's Office that permission to return goods has been granted.

4. Vendors

4.1 Vendor Selection

Vendors are selected for their capability to serve the needs of the College in the most economical and efficient manner possible. Past performance and cooperation are important factors. Vendors must comply with the Equal Opportunity Act (Exclusive Order 11246 as amended) since it is the policy of the College to promote the full realization of equal employment opportunity through an Affirmative Action program. They must also comply with other laws and directives as they are issued and/or apply.

4.2 Minority Suppliers

The College is committed to the principles of Affirmative Action and shall endeavor to apply these principles in its purchasing with the objective of fostering greater participation by disadvantaged minority-owned enterprises in its procurement activity. However, no preference is given to disadvantaged minority-owned enterprises, just opportunity.

4.3 Independent Contractors

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An independent contractor is generally a business that provides a service to Lewis-Clark State College.

Examples of independent contractors:

- Architects, engineers, and other professional persons
- Artists, entertainers, musicians, or photographers who perform short-term engagements for multiple clients
- Physicians, dentists, lawyers or other professional persons who maintain independent private practices
- Speakers for short-term courses or workshops or other non-credit lecturers who maintain some independent related business or occupation
- Auditors, appraisers, arbitrators, evaluators, referees, test proctors, etc.
- Cooperating teachers for student teachers in off-campus school locations who are NOT also Lewis-Clark State College faculty or administrators.

Payments to independent contractors must be initiated on an Independent Contractor Form (available on the Human Resources web page; <http://www.lcsc.edu/hr/forms/>) and processed through the payroll office.

4.4 Vendor Internet Registration

The State of Idaho does not require that a vendor be registered with the State in order to do business. However, the Purchasing Office posts solicitations on the Internet using the SicommNet BASEC™ system. In order to access this system to view, download solicitations and respond online, vendors must register with SicommNet at <http://www.sicomm.net>. For assistance in registering, vendors may call the SicommNet Help Desk at: 800-575-9955.

4.5 Vendor Qualification

No vendor shall be allowed to submit a bid unless such vendor is qualified. All vendors are qualified unless disqualified. (Idaho Code 67-5730). Contact Purchasing for more information.

4.6 Vendor Problems

Resolution of problems with vendors shall be coordinated with the Purchasing Office. All complaints must be thoroughly documented at the time they occur. This information should include: nature of the problem, copies of any correspondence sent and received, and/or dates of calls made, name of person the problem was discussed with, and how the problem was resolved or not resolved.

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Complaint forms may be obtained from the Purchasing Office.

4.7 Interviewing Sales Representatives

College personnel desiring to contact sales representatives should contact the Purchasing Office for assistance when needed.

4.8 Demonstration or Sample Material

College employees wishing to see samples or have equipment demonstrated may contact the Purchasing Office for assistance.

College personnel who find the need to contact sales representatives directly are reminded to make no commitments, and to advise the prospective vendor that a purchase order will be issued by the Purchasing Office should a procurement decision be made.

Vendors are to provide their own insurance coverage for any material left at the college.

4.9 Insurance

Prior to the commencement of any work or services for the College, by a contractor, the vendor to the Purchasing Office must submit evidence of appropriate insurance coverage.

5. Procedure for Solicitation of Quotes

5.1 Requests for Bids or Quotations

The Purchasing Office in accordance with the below listed guidelines solicits competitive quotations. In the event the requisitioning department has obtained quotations, this information should accompany the requisition. The Purchasing Office will evaluate the transaction and verify the bid. The Purchasing Office is the only department authorized to issue a purchase order.

Competitive quotations will be secured in accordance with the following guidelines:

\$1 - \$3,000

For purchases expected to cost less than \$3,000 no competitive bidding is required.

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Departments may make purchases as they see fit, in accordance with good business practice and in the best interests of the state.

\$3,001 - \$5,000

For purchases of property and services expected to cost more than \$3,000 but less than \$5,000, departments may obtain their own solicitations by using the following guidelines:

- Obtain a minimum of three (3) competitive solicitations from vendors with a significant Idaho economic presence.
- The same specifications must be given to all vendors solicited. If there are changes in specifications during the process of obtaining quotes, all vendors must be given notice of the changes.
- Attach all documentation to the requisition and process for appropriate signatures and then to Purchasing for approval. Documentation must include names of all vendors solicited, their addresses, phone and fax numbers, names of individuals who quoted the price and the specifications used. A “no quote” is acceptable as a solicitation, providing the vendor is in the business of selling like items (for example, contacting a drug store to obtain a quote on a piece of hardware is not acceptable).
- Quotes must be obtained from an individual. Prices taken directly out of a catalog or off of the Internet will not be acceptable.
- Price must be quoted FOB destination and include shipping and handling.
- After review and approval by the Purchasing Office, a purchase order number will be assigned and the order will be placed.

\$5,001 - \$50,000

Purchases of property and services expected to cost between \$5,001 - \$50,000, must be processed by the Purchasing Office.

The Purchasing Office has a maximum purchasing authority of \$50,000. Purchases of property or services not exceeding one (1) year and costing less than \$50,000 are considered to be “small purchases” and are purchased or procured utilizing informal quotation methods. Informal solicitations are called Request For Quotations (RFQ).

The Purchasing Office may obtain the solicitations in the form of written, verbal, electronic, facsimile or telephone quotes. The Purchasing Office will attempt to obtain solicitations from three (3) vendors having a significant Idaho economic presence as defined in the Idaho Code (67-5718).

Costs are determined based on the cost of the one-time purchase of property or the

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total cost of a contract for services, including renewal or extension periods.

Over \$50,000

Single purchases of property or services exceeding one (1) year and/or expected to cost over \$50,000 are considered to be “large purchases” and purchased or procured with formal methods. Costs are determined based on the cost of the one-time purchase of property or the total cost of a contract for services, including renewal or extension periods. Formal solicitations are called Invitation To Bids (ITB) and are processed by the Division of Purchasing. All formal ITB’s are posted on the Internet and in hard copy at the Division of Purchasing office.

The requisitioning department shall not use multiple requisitions to circumvent the bidding process. The Idaho Code, Section 591026 reads as follows: **"It is a violation of this section for any public officer or officers of the State . . . to split or separate purchases or work projects for the purpose of evading any laws of the state which require competitive bidding for such purchases or work projects when the amount of the anticipated purchase or work project exceeds a specific dollar amount. Any public officer or officers violating this section shall be liable for civil penalties. . .**

5.2 Specifications

A good specification should do these things:

- Identify minimum requirements.
- Allow for a competitive bid.
- List reproducible test methods to be used in testing for compliance with specifications.
- Provide for an equitable award at the lowest possible cost.

To assure that your specifications meet the above criteria, specifications should be:

- Consistent in exactness, but not so specific that a loophole will allow a bidder to evade any of the provisions and take advantage of his competitors or the buyers.
- Identified, when possible, with specifications already on the market, as specialized goods are expensive. When a particular brand and model are noted, they are used as a standard of excellence and the words "or approved equivalent" are added. If equivalent substitutes are not allowed, the requisition must state "NO SUBSTITUTES" and a written justification must accompany the request.
- Capable of being checked; it should describe the methods of checking which will prove acceptance or rejection of a product. A specification that cannot be

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checked is of little value. Where checking methods vary in accuracy, confusion can result.

- Reasonable in its request, as unnecessary precision is expensive.
- As fair to the seller as possible.
- Clearly stated, since misunderstandings are expensive.
- Capable of being met by several bidders for the sake of competition.
- Flexible: Inflexible specifications defeat progress. Invite vendors to suggest cost saving alternates or substitutes.
- Written with the functions in mind; that is, the functions to be performed should be described so that alternate methods can be found. What does it need to do? What is the end result desired? What are the functions necessary or required to get the job done? In this way you can be specific, or more demanding.
- Complete and clear; setting forth all methods and procedures to be used in the submission and evaluation of bids. If the award is to be based upon anything other than price, those other considerations must be listed in the specifications.

A consultant or vendor who is paid for services utilized in preparing bid specifications is precluded from subsequently bidding to furnish the affected goods. The penalty for violation is a misdemeanor. (Idaho Code 67-5726(6)).

5.3 Exceptions to Bidding Procedure

Purchases from the following sources are exempt from the requirement for competitive solicitations:

- Sole Sources (as determined by the Division of Purchasing)
- The Federal Government
- Rehabilitation Agencies
- Correctional Industries
- GSA Federal Supply Contractors (must be approved by Division of Purchasing)
- Emergency Purchases
- Purchases less than the bid limits. (See 5.1)
- Statewide or Single Agency Contracts
- Certain exempt purchases determined by the Division of Purchasing
- Reverse Auctions (conducted by the Division of Purchasing)
- Pharmaceutical Purchases from the US Dept. of Health and Human Services, Center for Disease Control contracts
- Training Travel, Lodging, Seminars, and Meeting Rooms less than \$50,000
- Legal advertising, public service announcements, and publication or placement of advertisements by state agency personnel directly with media sources, purchase of mass produced movie or video films, audio recordings, or written

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publications (books, brochures, pamphlets, etc.) that are distributed or sold primarily by the publisher and considered to be a sole source purchase.

Services for information technology, professionals, or consultants costing less than \$50,000 may be acquired as the College sees fit, in accordance with good business practice and the best interest of the state.

Services for information technology, professionals, or consultants costing more than \$50,000 must be sent to the Division of Purchasing and are normally processed as Request for Proposals.

5.4 Sole Source/No Substitutes

A sole source item is described as an item with *only a single supplier*. Many requests are made for sole source purchases that describe an item made only by one manufacturer, however the item is distributed and readily available from many different suppliers. So it does not qualify for sole source. It has a sole manufacturer, but not a sole supplier. As long as there is more than one potential bidder or offeror for the property item then there is no justification for a sole source determination.

Examples of circumstances that could necessitate a sole source purchase are:

- Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration.
- Where a sole supplier's item is needed for trial use or testing.
- Purchase of mass produced movie or video films or written publications distributed or sold primarily by the publisher.
- Purchase of property for which it is determined there is no functional equivalent.

All requests for sole source must be submitted in writing to the Purchasing Office with justification for such action. When "no substitutes" is stipulated, the requisitioning department must justify why the technical characteristics inherent in the item make it essential to the project that it should be purchased in preference to another brand of similar capabilities.

Sole source items are exempt from the formal bidding process. All requests for sole source must be submitted to the Division of Purchasing. The Division of Purchasing shall determine the validity of sole source purchase requests. In cases of reasonable doubt, competition is solicited in accordance with normal Division of Purchasing Rules.

After a sole source determination has been made, notice of the sole source

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procurement must be published. In most cases the Division of Purchasing will post the notice on the Internet.

5.5 Follow Up

Vendors are requested to specify a delivery date on all bids. The Purchasing Office shall assume responsibility for following up on these items. For items purchased on the open market, it is the responsibility of the requesting department to notify the Purchasing Office if a particular order needs follow up.

5.6 Errors in Bids or Quotations

Vendors are responsible for the accuracy of their quoted prices. In the event of a discrepancy between a unit price and its extension, the unit price will govern. Quotations may be amended or withdrawn by the bidder up to the bid opening date and time. After that time, in the event of error, bids may not be amended but may be withdrawn prior to the acceptance of the bid by writing a letter explaining why the quoted price cannot be honored.

5.7 Late & Unsigned Quotations

It is the vendor's responsibility to ensure that their quotations are received in the Purchasing Office by the appointed time of the bid opening date as specified on the Request For Quotation.

5.8 Public Record

All price quotations are considered public records and shall be made available to interested vendors upon request.

6. Leases, Contracts, Price Agreements

6.1 Leases/Single-Agency Contracts

Lease contracts are subject to the same requirements of competition which govern the purchase of property. Lease periods exceeding one (1) year must be processed through the Division of Purchasing.

All acquisitions to be paid via time-purchase contracts must have prior approval of the Governor's Division of Financial Management.

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6.2 Sales Agreement

It is in the best interest of the College to refrain from signing vendor sales agreements. The terms and conditions governing a College purchase may be found on the reverse side of the purchase order.

If a vendor requires their document to be signed, the Purchasing Agent will sign for the College only after a properly executed requisition is received and a purchase order written. A copy of the agreement will be retained in the Purchasing Office file.

6.3 Service/Maintenance Contracts

Certain items of equipment are covered by service contracts in order to assure continuing efficient operation. Forms required by service companies must be signed on behalf of the College by the Purchasing Agent and forwarded to the company with a purchase order.

6.4 State Contracts

Statewide or Open Contracts are items or services that are universally used by the majority of state agencies. They include such items as paper and plastics (hand towels, toilet tissue, plastic trash can liners), car batteries, office supplies, envelopes, business cards, tires, paint, photocopiers, facsimile machines, vehicles and information technology (computers, telephones). A complete list of statewide contracts is available on the Internet at the Idaho Purchasing Homepage website. The Division of Purchasing has standardized certain commodities; advertised, competitively bid and established statewide contracts. Most statewide contracts are mandatory use meaning that they must be used by agencies purchasing the specific product or service. Idaho Code 67-5726 Prohibitions says, in part: "No officer or employee shall fail to utilize an open contract without justifiable cause for such action." Some statewide contracts are optional use and others have conditions such as delivery areas and minimum quantities that enable the agency to decline participation in the contract. (There is an administrative fee of 1% assessed on all statewide contract appropriated expenditures by the State Department of Administration. All costs are charged back to the user department on a monthly basis.)

6.5 Facsimile Machines

The Division of Purchasing must approve any purchase or lease of facsimile machines, regardless of cost.

At the present time, State Contracts exist for most volume ranges. The Purchasing

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Office places requests for facsimile machines on the Facsimile Placement Form.

If a department needs a facsimile machine with a volume range not available from a state contract, a letter of justification from the department must accompany the DA-1 request. The Division of Purchasing must then approve the request.

6.6 Photocopiers

The Controller and the Division of Purchasing must approve any purchase or lease of photocopier equipment, regardless of cost.

At the present time, State Contracts exist for most volume ranges.

If a department needs a copier with a volume range not available from a state contract, a justification form must accompany the DA-1 request. These forms are available from the Purchasing Office for the requesting department to complete. The Division of Purchasing must then approve the request.

6.7 Printing Services

An in-house print shop is available for your printing projects. It is located in the basement of the Sam Glenn Complex 28B. Available for your quick print needs is a copy center also located in the Sam Glenn Complex B124, with the Mailroom. Instead of a requisition, your order is to be submitted on an ID-D which can be obtained from the Controller's Office.

6.8 Telecommunications and Information Technology Contracts (including Master Licensing Agreements for software)

All computer and computer related purchase requests must be approved by Information Technologies before being processed.

Contracts for the purchase of microcomputers and associated peripherals have been established with CompUSA, Dell, Gateway, IBM and Compaq through the Western States Contracting Alliance (WSCA). Additional contracts for Apple, Micron and Hewlett Packard products are also in place. Agency use of these contracts is optional, not mandatory. They cover the following items:

- computers – desktop and notebooks/laptops
- printers
- monitors/adapters
- mass storage devices

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- computer faxes/modems
- video cards
- sound boards/multi-media accessories
- scanners
- network hardware
- add-on memory
- operating system software
- accessories

Software Master License Agreements

The Division of Purchasing currently has Master Licensing Agreements (MLA's) in place for IBM Software Advantage for Workstations, Netscape Internet Browser, Microsoft Select Software Products, Attachmate Extra, Novell Software Products, Autodesk/Softdesk Software Products, and Corel Software Products. These MLA's allow agencies to purchase both operating system software licenses, application software licenses, and maintenance (upgrade insurance).

Some MLA's products are purchased direct from the software manufacturers; others are purchased from authorized resellers (principally CompUSA and Computerland of Boise, at the present time). For more information on where to purchase licenses, see the statewide contract listing on the Idaho Purchasing Homepage website or contact the Division of Purchasing.

IT property costing more than \$3,000 and less than \$50,000 and not available on statewide contracts, requires, where practical, a minimum of three (3) competitive solicitations from vendors with a significant Idaho economic presence as defined by Idaho code.

Information Technology services costing less than \$50,000 acquired through a service contract not to exceed one (1) year may be acquired as the College sees fit, in accordance with good business practice and in the best interests of the state.

Purchases of IT property costing over \$50,000, not available on statewide contracts are processed by the Division of Purchasing.

For leased or rented IT property expected to cost less than \$50,000 and the contract lasting less than one (1) year in duration with no renewal options, contact Purchasing.

The Division of Purchasing processes any Lease or rental agreement that exceeds one (1) year in length, regardless of dollar amount.

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7. Special Procurement Policies

7.1 Telephone and Communication Systems

All telephone and communication systems equipment requirements must be routed through the Dept. of Administration, Division of Information Technology and Communication Services (DITCS) for review and approval.

Requests for routine changes, additions, or deletions to telephone service should be submitted to the LCSC Information Technology Department.

7.2 Alcohol

The purchase of alcohol for laboratory use requires a license. Reports must be kept on all amounts purchased and used. Anyone needing alcohol for laboratory use should contact the Purchasing Office.

7.3 Alterations/Renovations of Facilities

Requests for alterations or renovations shall be submitted to the Physical Plant Director on a PP Work Order, ID-W accompanied with detailed specifications, drawings, and/or blue prints if appropriate.

7.4 Bookstore

Purchases that are chargeable to departmental budgets may be made at the bookstore by filling out an ID-G which can be obtained from the Controller's Office. The College Bookstore is located on campus in the Williams Conference Center. Because the bookstore is a retail business, items purchased there are subject to and must comply with competitive bidding requirements if they cost in excess of \$3,000.

7.5 Emergency Orders

An emergency condition is a situation that creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failures or other similar circumstances. The existence of such condition must create an immediate and serious need for property that cannot be met through normal acquisition methods.

To request an emergency purchase, the College submits a written request to the Division of Purchasing stating the nature of the emergency, the product or service required and the basis for the selection, and the suppliers. The Division of Purchasing

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will review the request, determine if an emergency exists, and make an appropriate emergency purchase.

The Division of Purchasing, after determining that an emergency exists, may authorize the purchase of property or services by an reasonable means, with any available specification, without regard to the provisions of these rules.

In extreme emergency, the College may take whatever purchasing action necessary to resolve the emergency, to be followed by a written explanation and summary of the action taken to the Division of Purchasing.

7.6 Personal Orders

The Purchasing Office cannot issue purchase orders for personal purchases.

7.7 Professional Membership Dues

In addition, no state money shall be used to pay for any kind of professional, occupational or trade license, certificate, permit or occupational registration for any state employee or officer, nor shall any state monies be used to pay for any kind of dues to any professional, occupational or trade association in which membership is restricted to persons who are licensed, certified, or registered under Idaho law. This policy does not preclude the state or state departments from paying dues to organizations relating to their responsibilities in state government. (Executive Order #88-12)

7.8 Government Surplus

The State Bureau of Surplus Property distributes periodic bulletins of surplus sale items to all State agencies. Requests for acquisition of government surplus items must be submitted on a requisition to the Purchasing Office. State agencies are not required to go out to bid on these items, even if they exceed the bid amount.

7.9 Travel

Purchase orders will not be issued for travel expenses for employees. The proper form to be used is the College Travel Requisition form, which may be obtained from the Controller's Office web page.

7.10 Small Orders

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Our goal is to increase the dollar value and decrease the frequency of small orders through better planning and consolidation. We urge your cooperation in helping us save you money.

7.11 Sales Tax

The College is exempt from Idaho sales and use tax. There are no “tax exemption numbers”. When requested, the Purchasing Office will provide merchants with a completed Sales Tax Resale or Exemption Certificate (ST-101). Merchants are required to keep a copy of this form in their records to verify the tax exempt status of the College. Purchases made from a vendor outside of the state, but where the product is delivered by the vendor or common carrier (e.g., postal service, UPS) to a point within the state is tax exempt.

If items are purchased in another state and possession is taken in that state, the tax laws of that state determine what tax, if any, is owed.

7.12 Disposal of Surplus Property

No state property shall be disposed of without prior approval of the State Board of Examiners, the Division of Purchasing, or the Purchasing Office whether it be for transfer to another agency (sold or given), trade among agencies, trade-in (as part of the bid process), public sale (auction or sealed bid) or scrap.

Surplus property of any substantial value shall be made available to other campus departments before being offered to other state agencies or the public. If deemed applicable, the Purchasing Office will publish a notice of items available. If no one is interested, it will then be offered to other state agencies, then to the public.

To initiate this procedure, the requesting department must fill out a State Property Disposal Authorization Request Form. The form can be obtained from the Purchasing Office. Upon completion, the form is to be returned to the Purchasing Office. The requesting department shall be notified how to proceed when authorization to dispose of has been granted.

All employees of the College are prohibited from participation in the acquisition of the College's surplus property, even through a competitive, sealed bid or auction procedure. Employees may, however, acquire surplus property from other state departments if the property is acquired through a competitive bid process.