

## **PURCHASING POLICIES AND PROCEDURES**

The College is responsible for the payment of purchases made only through the approved purchase procedures. The following procedures are followed for the acquisition of all materials, supplies, equipment, repair, rent, services, and other obligations of the institution.

1. The department making the request is responsible for verifying that funds are available in the appropriate budget unit. If necessary, a completed copy of the Budget Revision Request Form is forwarded to the Business Office for entry into the computerized budgeting system. The Budget Request Form is a triplicate form and should be obtained from the Business Office.
2. All purchase requests shall be processed through the online requisition system. The online requisition system is accessed through the “My BSCC” section of the “Faculty and Staff” heading located on the College’s website. User I.D. and Password are required to enter the online requisition system. These may be obtained through the Computer Services Department. Under extreme circumstances, a paper copy of the purchase requisition may be used for purchase requests. The paper copy must be completed in its entirety and sent to the Coordinator of Purchasing for processing. The paper purchase order form is a triplicate form and should be obtained from the Business Office.
3. After the purchase requisition has been processed through the purchasing system, the approved purchase order is mailed to the vendor and copies are sent to the appropriate College personnel.

### **Purchase Orders**

1. A properly executed purchase shall constitute a contract which is binding upon both the institution and the vendor. All purchase orders, adjustments, cancellations, and/or revisions to purchase orders must be in writing from the Director of Purchasing.
2. All negotiations with a vendor pertaining to changes in prices, terms, conditions, substitutes, deliveries, etc., are to be handled through the Director of Purchasing in coordination with the budget manager.
3. The Director of Purchasing will provide for the consolidation of purchases whenever possible and thus obtain quantity discounts for volume purchases.
4. When a purchase order has been assigned by the Director of Purchasing, copies are distributed as follows: (a) Original (white copy) to vendor, (b) Yellow copy to Accounts Payable, (c) Pink and goldenrod to requestor.
5. The goldenrod copy of the purchase order should be signed and forwarded to accounts payable for payment upon receipt of goods and/or services. Encumbrances will be liquidated when payment is made. Partial payments may be made if indicated on the receiving copy.

### **Bookstore Purchases**

A purchase order is necessary for items purchased from the Campus Bookstores. The purchase will be charged to the departmental budget. All legal requirements, including bid procedures, apply to purchases made in the bookstore.

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## **Competitive Bids**

State-supported institutions are required to obtain sealed bids for like items which exceed \$15,000 institution-wide during a fiscal period (October 1 through September 30) in accordance with state law. Preparation of specifications for items to be purchased through competitive bids is a joint responsibility between the Purchasing Coordinator and the requesting department. It is imperative that all persons responsible for purchasing obtain and familiarize themselves with "The Alabama Competitive Bid Law." Purchases cannot be split to avoid the bid law.