

# PROCEDURE:

## 3.1.16p1. Purchasing

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*Adopted: February 15, 2012*

### I. **PURPOSE**

In accordance with Georgia law (O.C.G.A § 50-5-50 et seq.), all purchases made by Ogeechee Technical College shall conform to all purchasing laws and all purchasing rules or procedures established by the Technical College System of Georgia (TCSG) and/or the Department of Administrative Services (DOAS).

### II. **RELATED AUTHORITY**

State Board Policy 3.1.16. Purchasing

Georgia's State Purchasing Laws (O.C.G.A § 50-5-50 et seq.)

The Department of Administrative Services' Purchasing Regulations

TCSG Procedure 3.1.16p1. Purchasing Bond-Funded Goods and Services

TCSG Procedure 3.1.16p2. Purchasing Non-Bond-Funded Goods and Services

### III. **APPLICABILITY**

This procedure applies to all purchases made by Ogeechee Technical College.

### IV. **DEFINITIONS**

**Technology:** Hardware, software, and communications equipment, including, but not limited to, personal computers, mainframes, wide and local area networks, servers, mobile or portable computers, peripheral equipment, telephones, wireless communications, public safety radio services, facsimile machines, technology facilities including, but not limited to, data centers, dedicated training facilities, and switching facilities, and other relevant hardware and software items.

**Sole Brand:** A particular brand/model which is the ONLY acceptable brand that will meet requirements and no alternates will be accepted.

**Sole Source:** A Sole Brand purchase which is only available from one (1) source or vendor.

### V. **ATTACHMENTS**

None.

### VI. **PROCEDURE**

Ogeechee Technical College has delegated purchase authority to directly purchase goods and services valued at less than \$25,000. All purchases shall be requested and

approved using Team George Marketplace (TGM) purchasing system or the electronic purchase request form, as applicable.

Unless purchased with federal funds, if the requisition is less than \$25,000, no bids are required. Any purchase \$25,000 or greater must be bid by TCSG Central Purchasing in Atlanta unless it is available on statewide contract.

#### **A. Order of Precedence**

All purchases must follow the appropriate order of precedence.

This order is as follows:

1. Mandatory Statewide Contracts
2. State Entity Agency Contracts
3. Mandatory Source (Georgia Correctional Industries and Georgia Enterprises)
4. Open Market (includes Convenience Statewide Contracts, GEPS Preferred Products, SPD Pre-Approved Piggyback Purchases and SPD Pre-Approved Consortia and Cooperative Purchasing)

If an item is considered to be sole source, the Sole Source Intent to Award Justification Form must be completed by the requesting employee. A letter from the Original Equipment Manufacturer indicating that the vendor is a sole source is also required and should be submitted with the Sole Source Intent to Award Justification Form. Any item that is sole source is also sole brand, which is a purchasing situation in which only one brand will meet the purchaser's requirement. However, a sole brand item is not necessarily sole source because it might be available from several different sources. This should be noted on the Sole Source Intent to Award Justification Form. Note that unless purchased with federal funds (see Business Office Procedures and Internal Controls Manual) sole sources with a contract value of \$25,000-249,999.99 will still be posted as a bid for a minimum of five (5) business days on the Georgia Procurement Registry to ensure that the commodity is truly a sole source. If the estimated contract value is \$250,000 or greater, the notice is to be posted for a minimum of fifteen (15) calendar days (mandated by Georgia law).

#### **B. Relevant Purchasing Rules**

- All Bond Purchases, which are purchased from special funds for particular projects, are handled by TCSG.
- Unless purchased with federal funds (see Business Office Procedures and Internal Controls Manual), if the requisition is less than \$25,000, no bids are required and the purchase is handled at the college level.
- Any purchase \$25,000 or greater is bid by TCSG Central Purchasing in Atlanta, unless it is on state contract. These requisitions must be approved by the College President.
- Based on O.C.G.A § 50-5-50 -- § 50-5-81, the splitting of requirements to avoid competitive bidding or to circumvent the Regular Delegated Purchasing Authority (\$25,000) is STRICTLY FORBIDDEN.

- Purchases \$125,000 or greater must have State Board Approval prior to placing the order, whether they are on State Contract or not.
- If a proposed purchase exceeds \$100,000 and is for non-exempt goods and services related to technology, as that term is defined at O.C.G.A § 50-25-1, then such purchases shall be approved by the Agency CIO who will notify the Georgia Technology Authority if required.
- An employee may use his or her State Purchasing Card for planned, routine purchases less than \$1,000 (\$4,999.99 for Executive Director for Auxiliary Services and \$2,499.99 for Purchasing Technician), as long as no one item is \$1,000 or greater with the exception of the bookstore when items are for resale and no one item may be more than \$4,999.99. These amounts include shipping and handling charges. The normal procedures for obtaining approval still must be followed prior to making a purchasing card purchase.
- Emergency Purchases are addressed by the Business Office on an individual basis. An emergency purchase is handled outside normal purchasing procedures because of the urgency of the circumstances. Examples of justifiable emergency purchases would include (1) building damage causing unsafe conditions for students or loss of classroom time (2) loss of HVAC use in classrooms, etc. Approval by the employee's Vice President must be obtained prior to placing an emergency order. This Business Office will assist in expediting orders to eliminate delays in such cases.

### **C. Steps for Processing a Purchase**

All purchases shall be requested and approved on Team Georgia Marketplace (TGM) purchasing system or the electronic internal purchase request form, as applicable, prior to any products or services being ordered and received.

Purchase Requests should be done in a timely fashion in order to give the Vice Presidents time to approve the order and the Purchasing Office time to enter the purchase order and have the items in by the time they are needed by the employee.

- Fill out completely the Purchase Request. Be sure to include vendor name, complete address, tax ID#, phone number, and fax number.
- The employee should submit completed purchase requests to his/her Vice President for approval. If the purchase request exceeds \$5,000 the request must also be approved by the College President. After all supervisory approvals are obtained; the Purchase Request is submitted to the Executive Director for Administration to review for compliance with purchasing rules and regulations.
- The Business Office will then process the purchase request and issue a purchase order. The purchase order will be approved by the Vice President for Administration. The Business Office will place the order.
- The Shipping and Receiving area should receive all purchases. Once the order is received, all receiving documents (packing slips) must be forwarded to the Business Office.

**VII. RECORD RETENTION**

All documents and forms associated with Purchasing will be retained for five (5) years.