

3.11 Purchasing

Last Revised: December 2023

Policy: The Piedmont Community College (PCC) Board of Trustees provides consistent oversight of the purchasing of supplies, equipment, and other materials used in the operation of the College.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which state contracts are to be used, whenever practical, for purchasing supplies, equipment, and other materials. The policy also provides a mechanism for purchasing apart from state contract when necessary.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. The Purchasing and Contract Division, State of North Carolina, annually awards contracts to vendors to furnish the needs of all state agencies and state financed activities.
 - 1.1.1. These contracts normally cover a 12-month period and include items from paper clips to automobiles.
 - 1.1.2. One purpose of the contract procedure is to expedite local purchases by eliminating the need for securing competitive bids on the items covered.

- 1.1.3. These contracts also insure receipt of a reasonably good product at a reasonable price from a financially solvent supplier.
- 1.2. According to N.C.G.S. 115D 58.14, community colleges may purchase supplies, equipment, and materials from noncertified sources that are available under State term contracts, subject to the following conditions:
 - 1.2.1. The purchase price, including the cost of delivery, is less than the cost under the State term contract;
 - 1.2.2. The cost of the purchase shall not exceed the bid value benchmark established under N.C.G.S. 143-53.1; and
 - 1.2.3. The items are the same or substantially similar in quality, service, and performance as items available under State term contracts.

Section 2: State Contract Items

- 2.1. Under normal circumstances, all users are expected to purchase those items which are "on contract," even though they may not be the "brand name" a person prefers.
- 2.2. Items on State Contract may be ordered directly from the vendor without seeking bids.
- 2.3. In the event that an item on State Contract is not suitable for a person's needs, the person may write a complete justification for the planned purchase of an alternate and submit it to the college's purchasing agent.
 - 2.3.1. This request will be forwarded to the Division of Purchase and Contract within the NC Department of Administration for their approval or denial.

Section 3: Non-Contract Items

- 3.1. Non-contract items are normally items of equipment with limited statewide usage.
- 3.2. Items costing less than \$1,500 and not on State Contract require no bids or quotes.
- 3.3. Items costing more than \$1,500 and up to \$25,000 that are not on state contract require three written quotes included as supporting document with the requisition.
- 3.4. For items over \$25,000, the formal RFQ/RFP process is used by the PCC purchasing technician with the help of an RFQ/RFP committee.

Section 4: Personal Purchases Prohibited from Delivery to the College

- 4.1. The following types of items, if made as personal purchases, are strictly prohibited from delivery to the College and may subject the employee who requests delivery to severe sanctions, up to and including separation from employment:
 - 4.1.1. Firearms, components of firearms, or ammunition;
 - 4.1.2. Alcoholic beverages, including beer, wine, and distilled spirits;
 - 4.1.3. Drugs defined by any of the Federal schedules for controlled substances, whether the addressee has a valid prescription or not.

Section 5: Personal Purchases Delivered to the College

- 5.1. On occasion a college employee may request permission to have a personal purchase delivered to the College according to the following requirements:
 - 5.1.1. Prior to placing the order, a written request must be submitted to the Administrative Assistant to the Vice President of Administrative Services/CFO stating why the item needs to be delivered to the College.
 - 5.1.2. The first line of the delivery address must be the name of the employee requesting the delivery of a personal purchase to the College; the second line must read "c/o Piedmont Community College."
 - 5.1.3. Without exception, the delivery address must be to the College Receiving Department.
 - 5.1.4. The employee must notify the College Receiving Department in advance about the delivery.
- 5.2. Students are not allowed to have personal purchases shipped to the College.

Legal Citation: [N.C.G.S. 115D-58.14](#), [N.C.G.S 143-53.1](#)

History: Effective January 1988; Revised October 2001; Reviewed September 2010; Revised January 2016, May 2021, December 2023