# Table of Contents

- **Introduction**  
- **Purchasing Authority**  
- **Law & Policy**  
- **Purchase Requisition**  
- **Purchasing Methods**  
- **Direct Expenditure Vouchers**  
- **Blanket Orders**  
- **Bookstore Purchases**  
- **Unauthorized Purchases**  
- **Evaluation or Trial Purchases**  
- **Off Campus Printing Purchases**  
- **Computer Related Purchases**  
- **State Procurement Card**  
- **Minority Vendors**  
- **Vendor Relations**  
- **Sole Source Guideline**  
- **Sole Source Basics**  
- **Procedures to Complete a PR**  
- **Sample Purchase Requisition**  
- **Purchasing Checklist**

[http://web.usca.edu/campus-support](http://web.usca.edu/campus-support)
Introduction

For a general understanding as to how items are purchased and paid for by USCA, the following steps are completed for each and every transaction in the procurement process when a university procurement card is not being utilized.

- A department recognizes the need or desire for a certain good or service.
- The department submits a completed Purchase Requisition (PR) to the Purchasing Department for processing. The PR should be complete, including proper departmental signatures.
- The Purchasing Department reviews the PR to verify pricing, department number, fund number, object codes and compliance with the SC Consolidated Procurement Code.
- Once the authorized signatures from USCA Purchasing and Finance & Administration have been obtained, a vendor number and purchase order number will be assigned to the request. If the request is from a new vendor, one not already in the USC system database, the Purchasing Department will contact and obtain the proper documentation from the vendor in order to establish them a university vendor number.
- Within one business day of assignment of a purchase order number, a physical PO will be produced. The original PO will be sent to the vendor and a copy will be sent to the requesting department for their records.
- In the event that a department receives an invoice, it (the invoice) should be forwarded to the Receiving Department to be processed for payment. Upon receipt of goods or services, departments should notify the Receiving Department of their arrival in order for payment to be processed. Partial or incomplete shipments should be noted at this time.

This guide has been prepared as a general source of basic information to help you obtain the best possible service from the Purchasing Office. If you cannot find instruction for your specific situation or if you have any questions, please call or visit us. The Purchasing Office is located in the Supply and Maintenance Building and personnel may be reached by calling 641-3455 or through fax, 641-3516. Your comments and suggestions are always welcome.

Purchasing Authority

The Purchasing Office has the sole authority and responsibility for all purchasing transactions at USCA up to $50,000 per good, commodity, or service. No expenditure or commitment can be made without the prior approval of the Purchasing Office. Individuals that assume this authority may incur a personal liability (see unauthorized purchases). Individuals who maintain a State Procurement Card, and have completed the purchasing card orientation session, have been granted purchasing authority up to $2,500 per transaction and must comply with all rules and regulations stated in the policy (see state procurement card section).
Law and Policy

The South Carolina Consolidated Procurement Code governs the expenditures of all funds regardless of the source unless specifically exempted.

USCA and USC Columbia policies and procedures must be adhered to for all transactions.

The Purchase Requisition (PR)

A PR is used to initiate most purchase transactions at USCA. Once a need for supplies, equipment, rental, or contractual service has been determined, the PR should be completed and approved by the appropriate department head prior to being forwarded to the Purchasing Office.

Purchase Methods

The Purchasing Office will review each request and determine the most appropriate method and source of supply. PR's may not be divided to circumvent any of these requirements (see unauthorized purchases). Final vendor selection will be made by the Purchasing Office. The following methods are used to make purchases at USCA:

1. Purchase Orders (PO's)

   The PO is the contractual method used to purchase goods and services unless otherwise noted in this Guide. The PO constitutes a binding contract between USCA and the supplier. No changes, additions, deletions, or cancellations may be made to a PO without approval from the Purchasing Office. These requests must be made in writing. The department will receive a computer generated copy of the purchase order. PO's are issued for the following purchases:

   (a) Competitive Quotations

   All dollar limitations should include freight, delivery, and installation charges.

   **Up To $2,500** -- Can be made without obtaining additional quotations if the price is considered fair and reasonable. If the estimated price is close to $2,500 or if the Purchasing Office believes that a better price can be obtained, then quotations will be solicited.

   **$2,500.01 To $10,000** -- A minimum of three (3) written quotations are required. The Purchasing Office may issue a Request for Quotation when deemed appropriate. Faxed and e-mail quotes are acceptable. Internet and catalog quotes are not acceptable.

   **$10,000.01 To $50,000** -- Requires that written quotations be solicited and must be advertised in the South Carolina Business Opportunities publication for a minimum period of one week.

   **$50,000.01 And Up** -- Requires sealed bidding and must be coordinated with USC Columbia.
(b) State Contracts
The State establishes term contracts for goods and services that are in high demand. Use of these contracts is mandated by State Law. State contracts may be found at the following links:
http://procurement.sc.gov/PS/agency/PS-agency-goods-and-services.phtm
http://procurement.sc.gov/PS/agency/PS-agency-info-technology.phtm

(c) Sole Source Purchases
Permitted when goods or services are available from only a single supplier. Some examples that could necessitate a sole source are:
- When the compatibility of equipment, accessories, or replacement parts is the paramount consideration.
- When a sole supplier's item is needed for trial use or testing.
- When an item is one of a kind.
Requests for sole source purchases must be accompanied by a memorandum explaining the basis for the request (see above) and the reason no other product and/or vendor is acceptable. The request will be submitted to USC Columbia for approval by the System Director of Business Affairs. (See Sole Source Guideline, Page 11-12)

(d) Emergency Purchases
An emergency condition is a situation that creates a threat to public health, welfare, or safety. The existence of such conditions must create an immediate and serious need for supplies or services that cannot be met through normal purchasing procedures and the lack of would seriously threaten:
- The functioning of State Government.
- The preservation or protection of property.
- The health and safety of any person.
Emergency purchases are limited to the goods or services needed to meet the emergency and as much competition as practical must be obtained. The Purchasing Office must be notified as soon as possible and a memorandum should accompany the PR. The request will be submitted to the System Director of Business Affairs for approval. All emergency procurements must be submitted to and approved by USC Columbia Purchasing. Lack of planning does not constitute an emergency.

(e) Direct Expenditure Vouchers
A Direct Expenditure Voucher (DEV) is an alternate means of payment to vendors, primarily for postage, freight, express bills and subscriptions. The Purchasing Office will determine whether an invoice will be paid via DEV. Departments should submit a completed PR along with all other information required for procurement for goods and services. In the event payment is made by way of a DEV, the initiating department will not receive a copy of the DEV. All DEVs are processed in Business Services.
Blanket Orders

The blanket order transaction is an ideal means of minimizing paperwork and processing time while maximizing availability of frequently needed goods/services for the requesting department. This transaction should be used when appropriate and practical. Blanket orders may be initiated by a department when it becomes evident that numerous small purchases of a like nature are being made on a repetitive basis. The blanket order minimizes paperwork for the Purchasing and Accounting departments as well as providing a convenient vehicle for reducing delays for the department when items are needed immediately. Contractual services on an annual basis may also be set up on a blanket order. These would include maintenance or service agreements on office, laboratory or information technology equipment enabling the department to keep the equipment in usable condition.

Guidelines:
- Departments are responsible for their own blanket orders.
- Total purchases cannot exceed $25,000 per fiscal year on a USCA Blanket Order. Purchases that exceed the department's blanket order amount will be considered unauthorized purchases.
- Individual purchases cannot exceed $2,500 per 24 hour period. This includes any delivery or freight charges.
- Purchases divided to circumvent these or other restrictions noted herein will be considered unauthorized purchases.
- Blanket orders cannot be used to purchase items available from State Term Contracts.
- Only authorized persons may place calls against the blanket order.
- Blanket orders will be audited for compliance.
- Abuse will result in the cancellation of that department's use of blanket orders.
- If you have questions regarding the use of blanket orders, please call the Purchasing Office prior to placing an order.

Procedures:
a) To establish a new Blanket Order, a PR must be submitted to initiate the process.
b) Copies of the BO will be sent to both vendor and department.
c) When items are received, submit sales slip/invoice to Accounts Payable, Box 16.
d) Departments are responsible for tracking BO balance.

Bookstore Purchases

Items may be purchased through the USCA Bookstore by completion of a PR. The Bookstore will charge back to the departments’ budget by submission of a Journal Entry (JE) which will be reflected on the departments Level 1 report. The state procurement card is not an acceptable means of payment for purchases at this location.

BACK TO TOP
Unauthorized Purchases

When someone commits the University to an obligation without the PRIOR approval of the Purchasing Office, it is an unauthorized purchase and the individual may be held liable for the cost of that purchase.

To obtain consideration for the payment of an unauthorized purchase, you must submit a request for ratification to the Purchasing Office. The request must address the following:
- The facts and circumstances of the purchase.
- Corrective action taken to prevent recurrence.
- Action taken against the individual responsible.
- Documentation that the price paid is fair and reasonable.

Upon review by the Purchasing Office, the request will be forwarded to the Vice Chancellor for Finance and Administration, the Chancellor, and eventually through the President of the University. If disapproved, the obligation becomes the personal responsibility of the person who made the unauthorized purchase.

Evaluation of Trial Purchases

If you need a sample for evaluation or desire to purchase material on a trial basis, regardless of the cost, (and unless otherwise specifically exempted) you must request and obtain a purchase order prior to ordering the sample or trial material. The Purchasing Office can make certain your department is not charged for material ordered on trial and evaluation until you determine and notify Purchasing at trial end that it is acceptable. Note on your Purchase Requisition the vendor terms of the evaluation period. Example: thirty day free trial. With trial purchases it is the department's responsibility to notify the Purchasing Office the results of the trial, ie. keeping or returning material. Note: Should you order evaluation or trial material(s) without a purchase order and then decide to request that USCA pay for the item(s), it will be considered an unauthorized purchase.

Off Campus Printing Purchases

Requests for off-campus printing of brochures, invitations, booklets, etc., should be routed through the Marketing and Community Relations Office. The Marketing and Community Relations Office will provide information on different printing options and will work with departments and units to acquire estimates for printed pieces.

Computer Related Purchases

All PR’s (and credit card purchases) for computers, peripherals, software, telephone equipment and related data processing or telecommunications equipment or services should be routed through USCA Computer Services Division (CSD). Once approved by CSD, the PR will be forwarded to the Purchasing Department for processing.

PR’s should contain the following information:
- System # and person’s name
- Migration path and/or disposition of existing units
- For software purchases, please give system # of unit for installation
State Procurement Card

The State of South Carolina has secured a contract with Bank of America for a purchasing card to be used for legitimate University business. This simplified the purchasing process for departments and can be done with less paperwork than other methodologies. With the approval of the department head, a purchasing card will be issued to an individual (there are no departmental cards) who must be a University employee. Each card will have a default University account number and class code. Each card has set parameters as to monthly credit availability ($5,000.00) and single transaction amount ($2,500.00). There is a departmental liaison assigned to each credit card with authority to change the account charged if necessary. Software is provided to the liaison to process all changes as well as monitor expenditures. Training is required for both the cardholder and departmental liaison prior to receiving a purchasing card. All documentation of purchases (sales slips, receipts, packing lists, etc.) and monthly statements must be reconciled and maintained for internal and external audit. The USC Purchasing Department will pay the purchasing card charges each month and, by electronic upload, all charges will be made against the accounts specified by the liaison for each card.

Minority Vendors

USCA is committed to the fair and equal treatment of all persons interested in doing business with this institution. Additionally, the Purchasing Office is interested in identifying South Carolina minority vendors for participation in the procurement process. If you are doing business with a vendor that you think may qualify as a minority, please indicate this on the purchase requisition. Any assistance that departments can provide in identifying these vendors will be greatly appreciated. http://purchasing.sc.edu/smallminority.php

Vendor Relations

When a department feels a vendor has not satisfactorily delivered the goods or services as contracted, you should contact the Purchasing Office.

All correspondence or contact with vendors pertaining to a PO shall be carried on by the Purchasing Office. Direct correspondence regarding technical matters, requests for literature, etc. is accepted practice. You should refrain from correspondence that may be interpreted as committing the University to a purchase.
Guideline To Writing A Letter Of Sole Source Justification

General Information:

In an effort to assist your department with writing a letter of sole source justification, a guideline has been established for your convenience.

The Purchasing Department shall determine whether procurements will be made as a sole source. This determination will be written based on documentation received from departments.

In accordance with Section 19-445-2105 of the Code of Laws of the State of South Carolina 1976 Regulations, the following documentation must be provided in relation to sole source procurements: “Sole source procurements are not permissible unless there is only a single supplier.” The following are examples of circumstances which could necessitate sole source procurement:

1. where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
2. where the item is one of a kind.

In cases of reasonable doubt, competition should be solicited. Any request by a governmental body that the procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

Departmental Responsibilities:

The authorized representative must document in writing and provide the following information in letter form to the Purchasing Department with the corresponding requisition:

1. A brief description of the supply, service or construction;
2. Justification for the need;
3. Applicable circumstance(s) from the conditions listed above in items 1 or 2;
4. Statement certifying that only one source for the procurement is available.
5. Statement verifying there is not a dealer/distributor network.

Sole source procurements must be signed by predetermined levels of authority as set forth by law prior to the issuance of a purchase order.

The Purchasing Department is responsible for sending the justification to the appropriate authorized signer for the University of South Carolina.
BASICS FOR A REQUEST FOR SOLE SOURCE JUSTIFICATION

1) THE INSTRUMENT/SERVICE IS NECESSARY IN MY RESEARCH ON---

2) THE UNIQUE FEATURE (S) OF THIS INSTRUMENT/SERVICE ARE----, FOR APPLICATION IN MY RESEARCH, AND ARE UNIQUE BECAUSE...

3) NAME OF VENDOR) IS THE ONLY MANUFACTURER OR THIS INSTRUMENT/SERVICE AND HAS NO DEALER NETWORK.

AVOID PHRASES SUCH AS:

"TO THE BEST OF MY KNOWLEDGE (ABILITY)...."

"I KNOW OF NO OTHER....."

"DO NOT SUBSTITUTE....."

"IT IS AFFORDABLE OR IS A GOOD VALUE..."

"WE ARE REALLY IN A HURRY AND WE DECIDED THAT THIS WAY WAS....."

ALSO OP NOTE:

DO NOT INCLUDE A LIST OF SPECIFICATIONS IN THE LETTER. A LENGTHY LIST OF FEATURES IS REALLY THE CRITERIA OF DEVELOPING THE SPECIFICATIONS FOR THE BIDDING/QUOTING PROCESS.

DIRECT YOUR MEMOS TO: MS. VENIS MANIGO, DIRECTOR OF PURCHASING.

If one is not clear on the above or you want us to look at it first, call us at 777-4115 or fax it to 777-2032.
Procedures to Complete a Purchase Requisition (PR)

All PR's should be typed or legibly written. The following information should be included on all purchase requisitions:

1) Suggested Supplier -- Vendor Name, Address, Telephone Number
2) Approval -- Appropriate Required Signatures
3) Date -- Today's Date
4) Dept. # -- Your Department Number
5) Fund # -- Your Fund Number
7) Analytical -- Fill in only if you are charging to more than one account. (amount to be charged to each account)
8) Dept Name -- Name of Dept.
   Deliver to Bldg -- Bldg Number
   Room No. -- Room Number
   Phone No -- Campus Number
9) Number each separate item
10) Quantity of order and unit of issue (each, box, case, etc.)
11) Description -- Complete description including: Name of Part or Service, Complete Specifications, Model Number, Color, Size, etc. (If unit of issue is other than each) include how many per unit of issue. **Example: 1 box (100/bx)**
12) Catalog Number
13) Unit Price -- Price for each item by unit of issue
**Example: If ordering 1 box a Unit price should be for box price**
14) Total Price -- Total by each item
15) Tax -- Always 7%
**Shipping -- Shipping Charges** Ä If you do not know exact amount, indicate a not to exceed estimated cost.
**Total -- Grand Total**
16) Source of Price --For items under $2500, include quote or contact information (name, telephone number and date of quote) of person/company providing the estimate. Estimate shall be inclusive of shipping charges. For items above $2500 and less than $10,000, a minimum of three written quotes must be submitted with PR.
17) PHM -- If item is potentially hazardous material, indicate PHM
UNIVERSITY OF SOUTH CAROLINA

PURCHASE REQUISITION

THIS IS NOT A PURCHASE ORDER

1. This purchase requisition is used to request all goods and services to be provided by outside vendors and the University Central Supply.

2. This Form is not to be used for requisitioning services or supplies from other University Departments.

3. Instructions for preparing this form are on the reverse side.

APPROVAL

Initiated By: Bob Sled

Dept. Head: Tom A. Hawk

Dean or V.P.:

Research Accounting
(*see reverse)

Equipment Purchases over $200.00

DEPT. NAME: Operations

DELIVER TO BLDG.: Supply & Maint.

ROOM NO.: 100

PHONE #: 3455

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity and Unit</th>
<th>Description of Articles</th>
<th>Catalog Number</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.00 Bx</td>
<td>4&quot; round widgets, blue (100 per box)</td>
<td>SKU007</td>
<td>$822.65</td>
<td>$1,645.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td></td>
<td>Freight</td>
<td></td>
<td>$55.00</td>
<td>$55.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td></td>
<td>Aiken, SC Tax (7%)</td>
<td></td>
<td></td>
<td>$115.17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,815.47</td>
</tr>
</tbody>
</table>

TAX: Calc. Tax: Yes ☐ No ☐

TOTAL

---

THIS SPACE FOR PURCHASING OFFICE USE ONLY

Terms

Est. Delivery

F.O.B.

Approval

Date Approved

CONFIRMATION—P.O. No Material (has, has not) been received

Attach enclosed form to original purchase order

Invoice attached—forward to Accounts Payable Dept. for payment

Indicate shipment is to be made direct to the address indicated above

Price is fair and reasonable

Attn: Bob A. Burger
Purchasing Checklist

✓ Identify a need for a purchase
✓ Obtain a price or cost estimate of purchase. Remember to include any applicable shipping or freight charges and tax.
✓ If the item costs less than $2,500, is considered fair and reasonable and:
  o The vendor accepts credit cards:
    ▪ Use a card member within the department to make the purchase
      • Be sure to retain all back up documentation and forward it to the cardholder’s liaison in order to insure that any necessary changes are made.
      Note: if the purchase is a computer related or software related purchase it must be first sent to CSD for approval. In turn, CSD will forward the approved PR to the Purchasing Department
  o The vendor does not accept credit cards:
    ▪ Complete a Purchase Requisition and forward it onto the Purchasing Department.
      Note: if the purchase is a computer related or software related purchase it must be first sent to CSD for approval. In turn, CSD will forward the approved PR to the Purchasing Department.

✓ If the item costs between $2,500 and $10,000:
  ▪ A minimum of three (3) written quotes from qualified sources of supply are required. These quotes must be attached to the departments completed PR.
    Note: if the purchase is a computer related or software related purchase it must be first sent to CSD for approval. In turn, CSD will forward the approved PR to the Purchasing Department.

✓ If the item(s) cost more than $10,000
  ▪ Contact the Purchasing Department for assistance. Goods and services that will cost between $10,000 and $50,000 must be advertised at least once in SCBO (South Carolina Business Opportunities). Any good or service with a total potential commitment in excess of $50,000 will not be issued a PO from USCA. These commitments will be exercised through USC Columbia.