Purchasing Procedures

Helpful Hints:
on
Purchasing, Receiving, Inventory, and
Accounts Payable
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Holmes Community College  
Purchasing and Receiving Procedures

Procedures

The purpose of this document is to establish an understanding of the purchasing laws and to increase the efficiency of the purchasing office.

With your help, you will get better service from the Purchasing Department and the Purchasing Department will run more efficiently.

If you have a question about the purchasing process, please feel free to ask. If we do not have the answer, we will do our best to get it.

Policy

The Purchasing Department shall be responsible for the procurement of commodities and equipment needed by Holmes Community College in compliance with Section 31-7-13 Mississippi Code of 1972 (annotated), and with the policies and procedures established therein, in conjunction with the policies of Holmes Community College.
Holmes Community College

Purchasing/Receiving and Inventory

Mission Statement

The Office of Purchasing/Receiving and Inventory exists to serve the needs of Holmes Community College students by providing faculty and staff an efficient and effective process to obtain high-quality/cost effective supplies, equipment and services.
Holmes Community College

Purchasing Department Objective:

The basic objective of the Purchasing Department is to obtain supplies, equipment, and services efficiently and effectively; in the right quality and quantity; at the right price; from the right source; and in a timely and organized manner which will provide for essential accountability of the college’s expenditures.

Completion of the purchasing process involves the joint effort of the Purchasing Department, user departments, and vendors (sellers). However, the Purchasing Department is the sole authority to conduct and conclude agreements concerning prices and conditions of sale, approved by the President of the College or Business Manager. The Purchasing Department in accordance with requisitioning and ordering procedures and in compliance with applicable state laws makes institutional commitments.

The department also provides a control function by acting as the legal agent of the college in dealing with firms, which supply or aspire to supply materials, equipment, and services to the college.
Holmes Community College
Purchasing Policy

The purchasing office has the sole authority to order supplies, materials, equipment, and to obligate the college for contractual services. Conference fees and travel will also follow the same guidelines. Without definite and particular permission of the purchasing office, no college department may order directly by letter, telephone, telegraph or any other manner. Holmes Community College will assume no obligations except on a previously issued and duly authorized purchase order. Any offers placed without a purchase order will not be paid for by Holmes Community College and it will be the responsibility of the individual obligating the college to either pay for or return the merchandise.

You will never break the law if you have a valid purchase order prior to ordering.

I will be glad to work with your department any way that I can, but your department must follow Holmes Community College purchasing policies and the State of Mississippi. If you have any questions, please feel free to call any time.
Purchasing Law

Section 31-7-55:


2). ANY PERSON WHO INTENTIONALLY, WILLFULLY, AND UNKNOWINGLY VIOLATES THE PROVISION OF CHAPTER 7, TITLE 31, MISSISSIPPI CODE OF 1972, SHALL BE DEEMED GUILTY OF A MISDEMEANOR AND, UPON CONVICTION THEREOF, SHALL BE FINE FOR NOT LESS THAN ONE HUNDRED DOLLARS ($100) AND NOT MORE THAN FIVE HUNDRED DOLLARS ($500) FOR EACH SEPARATE OFFENSE, OR SENTENCED TO THE COUNTY JAIL FOR NOT MORE THAN SIX (6) MONTHS, OR BOTH SUCH FINE AND IMPRISONMENT, AND SHALL BE REMOVED FROM HIS OFFICE OR POSITION.
6.3.4. Purchasing Procedures

All purchase requests are submitted in Banner by the faculty or staff member for approval. The business manager will then determine that all purchases fall within budgetary means.

The business manager then forwards all approved requisitions to the Director of Purchasing. The Director of purchasing then reviews each requisition to ensure that they are being handled according to state law and that all institutional requirements for legal purchases are met. Once this review is complete the director of purchasing then checks for source of supply, competitive prices, and availability of the goods or services being requested. The Director of purchasing then completes the appropriate purchase order and the materials are ordered. Purchases are received through the office of purchasing and receiving and entered on the institution inventory, if applicable.

No employee of HCC may charge a purchase to the school without the approval of the Business Manager and Director of Purchasing and the proper execution of a requisition.
Main Purchasing Laws

Purchases- To $5000

Purchases which do not involve an expenditure of more than five thousand dollars ($5000), exclusive of freight and shipping charges, may be made without advertising or otherwise requesting competitive quotes.

Purchases- $5000-$50,000

Purchases which involve an expenditure of five thousand dollars ($5000), but not more than fifty thousand dollars ($50,000), exclusive of freight and shipping charges, may be made from the lowest bidder without publishing or posting advertisements for bids, provided at least two (2) competitive written bids have been obtained.

Purchases- over $50,000

Purchases which involve an expenditure of more than fifty thousand dollars ($50,000), exclusive of freight and shipping charges, may be made from the lowest and best bidder after advertising for competitive sealed bids once each week for two (2) consecutive weeks in a regular newspaper published in the county or municipality in which such agency is located. The date for the bid opening shall not be less than seven (7) working days after the last published notice. Specifications pertinent to such bidding shall be written so as not to exclude comparable equipment.
If no bids are received, **REBID**.

**Lowest and best bid**

Purchases may be made from the lowest and best bidder. In determining the lowest and best bid, freight and shipping charges **shall be included**. If any governing authority accepts a bid other than the lowest bid actually submitted, it should place on its minutes detailed calculations showing that the accepted bid was determined to be the lowest and best bid, including the dollar amount of the accepted bid and the dollar amount of the lowest bid. No agency shall accept a bid based on items not included in the specifications.
Enter your requisition in Self Service Banner. (See handout.)

Your requisition will be forwarded to the approval process.

Upon completion of this process, a purchase order number is assigned and the goods are ordered.

If the above procedure is followed, it cuts down on the time it takes to complete the purchase and possibly saves problems.

We want you to get your goods on time, with the fewest problems possible.

If you wish to call in your order AFTER the purchase order is complete, (This doesn’t mean when you receive your e-mail copy) please advise the purchasing department to avoid a double shipment.

**Emergency**

There will be exceptions to the above procedures and we understand this. If you will advise us on these, there will be fewer problems for our office, your department, and the business office. We are here to help you, but we also appreciate your help.

**I FORGOT IS NOT AN EMERGENCY!!!!!!!!!!**
Holmes Community College

Property Control Procedures

6.4.3 Inventory Procedure

Inventories are maintained in the Purchasing Office. All personnel are advised to periodically check the equipment for which they are responsible. No Holmes Community College equipment should be removed from the assigned area without following proper procedure:

1. Obtain a transfer or removal form from the W drive on your computer
2. Transfer forms must be returned to the Purchasing Office prior to the movement of any equipment.
3. Removal forms must be returned to the Purchasing Office and approved by the Holmes Community College Board prior to the equipment being removed.
HOLMES COMMUNITY COLLEGE

Property Control Guidelines

The intent of this procedures guide is to help the property office, as well as HCC employees, maintain accurate information on all Holmes Community College and Vocational Technical office property.

Because of the tremendous increase in equipment, property control has become an ever increasing task. This job cannot be done without a total team effort.

It is very important that everyone understands that you and I are held accountable by the state of Mississippi for equipment that is assigned to us.

Hopefully, this guide will help us do a better job in tracking equipment.

This guide will be divided in three parts:

(1) Additions
(2) Transfers
(3) Deletions
HOLMES COMMUNITY COLLEGE

ADDITIONS:

The purchasing and receiving department on the Goodman campus will make additions when equipment is received in Goodman. You should always recheck your merchandise and e-mail Gloria to release your purchase order for payment.

All equipment received at Grenada or Ridgeland must be reported to the purchasing and receiving office on the Goodman campus.

Information that will be needed is:

(1) Purchase order number
(2) Vendor
(3) Serial number
(4) Total cost of equipment
(5) Location (campus, building, room)

This information should be forwarded to the purchasing and receiving office as soon as feasibly possible (when equipment in unpacked or taken from boxes)
HOLMES COMMUNITY COLLEGE

TRANSFERS:

The individual to whom the equipment is assigned shall initiate transfer paperwork.

The recipient or the individual to whom the equipment is being transferred to must also sign the transfer form. These signatures indicate that you are releasing the equipment or that you are assuming responsibility for the specific piece of equipment.

The transfer form must have the correct locations from where it is being moved from and to where it is being moved to. The property number must be included on the transfer form.

Be specific on locations (building, room number, etc.). Please understand that if I sign Roxanne Chisolm by Gloria Benson that Gloria Benson is ultimately responsible not Roxanne Chisolm.
REMOVAL:

There must be a valid reason to remove property from our inventory. The removal process is not to be used when we decide that we no longer want a particular piece of equipment.

The removal form must be filled out and approved by the appropriate personnel. **Do not** move the equipment until all paper work has been completed and properly processed.

When all paper work is complete and the removal is deemed necessary the equipment will be collected and stored for disposal.

The HCC property office will make a list of all property to be removed from inventory. This list will be sent to the Holmes Community College Board of Trustees requesting permission to dispose of this property.

The HCC property will be properly disposed of after approval of the Holmes Community College Board of Trustees.

All computer equipment asking to be removed from inventory must be signed off by the computer department on your campus.
HOLMES COMMUNITY COLLEGE

CHECK REQUEST:

All requisitions that require a check to be cut by the business office must have an invoice, statement, application, or registration form attached before the purchase order is processed and sent to the business office.

In addition to this information, please note any specific instructions (mail check, hold check for your pickup, etc.).

Checks will be mailed on the 10th and 25th of each month.
HOLMES COMMUNITY COLLEGE

REPAIRS:

Requisitions will contain **all** items to be repaired. These items will be identified by name, property number, and serial number if no property number is applicable.

Holmes community college **will not** be responsible for repairs on equipment or goods not identified on the requisition/purchase order.

Invoices should contain the purchase order number and all equipment by number, parts, and labor.

Due to the fact that purchase orders cannot be completed on most repairs because no total cost is available, it is the responsibility of the requester to be sure to inform the vendor of the information that is required.

INVOICES:

Invoices shall identify the equipment (property number, if available or serial number), specific repairs made, parts identified by number or name, supplies used in such repairs, and the number of hours of labor required.