

BUSINESS OFFICE POLICIES

Throughout this document the term "Vice President" includes "Associate Vice President".

GENERAL GUIDELINES AND IMPERMISSIBLE PRACTICES --

A. Purchasing will be handled in such a manner that will assure competition between bidders. Southwest Texas Junior College is exempt from federal, state, and city taxes, except in certain prescribed cases. An exemption certificate is furnished to any of the College's suppliers upon request.

B. The lowest responsible bid or quotation meeting specifications and providing the College District with the best value should be accepted for all purchases.

C. All supplies and equipment with aggregate purchase values of over \$1,000, shall be purchased on a competitive bid or quotation basis as hereinafter provided.

D. The law shall be strictly followed in regard to purchasing, and bids shall be sought from firms located within and outside the College District.

E. If merchandise is obtained by an unauthorized person; or in a manner that does not follow established procedures, the individual making the purchase will be deemed to have entered into a private transaction with the company involved. Payment for any unauthorized purchase shall be the responsibility of the person placing the order.

F. "Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be made in one purchase.

G. A trustee or employee shall not intentionally or knowingly make or authorize separate, sequential, or component purchases to avoid the competitive bidding requirements set out in this policy.

PURCHASING POLICIES -- SUPPLIES, EQUIPMENT, AND SERVICES --

A. Formal bids are required for purchases exceeding \$50,000. Additional quantities may be purchased at the same bid price from the successful vendor.

B. Pursuant to action at the June 1993 Board meeting, Southwest Texas Junior College has adopted resolutions to participate in the services of several state and national purchasing consortiums. The Purchasing Agent has been designated as the college official to interact with these consortiums. All orders will be placed by the Purchasing Agent. These consortiums have a multitude of products which have been bid on a statewide basis. When purchasing an item, these contracts should be considered. Participation in this service satisfies all bidding requirements.

C. A minimum of three quotations (faxed, phoned, emailed or written) for each purchase exceeding \$1,000 and less than \$50,000 shall be secured unless the proprietary nature of the item precludes obtaining prices from more than one vendor.

D. Competitive bidding is not required for fees paid for professional services, including but not limited to fees for consultants, architects, attorneys, and fiscal agents. State law prohibits competitive pricing for these services.

PURCHASE CLASSIFICATIONS

A. Purchases from \$0 to \$1,000 may be obtained from vendor of purchaser's choice. Discretion should be used to secure the best possible price. The Purchasing Agent may recommend a specific vendor. If the purchase is over \$1,000 but less than \$50,000, then the Purchasing Agent can order at his/her discretion from best responsible vendor, securing quotation by telephone, letter, fax, or email, make tabulation thereof and accept the most favorable quotation for the college.

B. For purchases over \$50,000, the Purchasing Agent shall secure sealed competitive bids to be opened at a definite time with exception of using QISV's. The notice of intended purchase shall be published in the official section of a local newspaper for at least fourteen days prior to the scheduled bid opening date. The Purchasing Agent shall receive, and open the bids, make tabulation thereof, and make recommendations as to the lower and best bid. The final approval for the purchase shall be required from the Board of Trustees. The Board may waive the right of final approval by prior action.

C. Sole source and emergency purchases must be approved on an individual basis by the Purchasing Agent and the appropriate Vice President according to the nature of the situation.

PURCHASE OF EXPENDABLE OFFICE SUPPLIES --

The office supply company (currently Office Max) on contract with the College should be used for purchasing expendable supplies and office equipment. The purchasing agent can assist with this process.

Purchases that are greater than \$1,000 must follow normal purchasing procedures, i.e., obtain prior to purchase, an approved purchase order requisition and purchase order number.

COMPUTER AND MEDIA EQUIPMENT

Purchase of Computer and Media Equipment will be handled like any other purchase except that these requisitions and purchase orders must have the approval of the IT department prior to order.

PLANNING FOR NEEDS --

The necessity to plan for equipment and supply requirements cannot be over-emphasized. The time required to process a requisition from initiation by the individual to issuance of a purchase order may vary from a few days to many weeks. The Purchasing Department must secure competitive prices when appropriate, obtain evaluation and approval of bids, and issue a purchase order. The time required for processing by the Purchasing Department may vary according to the nature and value of the transaction, the existing work load of the Purchasing Department staff, and requisition scheduling. The lead time required for the vendor to complete the order will depend largely upon the type of merchandise or service involved.

EMERGENCY PURCHASES --

Lack of planning does not constitute a situation for emergency purchasing. Emergency purchases are defined by Education Code 21.901(e). It states "contracts for the repair or replacement of a school building or school equipment that has been destroyed or severely damaged may be made without resort to competitive bidding if the Board determines that the time delay posed by competitive bidding would prevent or substantially impair the conduct of classes or other essential school activities".

PREPARING REQUISITIONS FOR PURCHASE FORM --

A. A Requisition for Purchase form must be prepared for any equipment, furniture, supplies, or speakers etc., secured by the College District. All purchase requisitions shall contain a clear description of the items and the complete name and address of the vendor to supply these items. Since prices are subject to change, the payment by the Business Office may vary from the prices quoted. The items may be secured through bids received by the Purchasing Office.

B. Each purchase order requisition form will be dated upon arrival at the Purchasing Office and will be processed as expeditiously as possible.

C. No purchase of merchandise, repairs or services shall be made except through the "Purchase Requisition" procedure. No vendor shall be paid for materials furnished a school department unless this procedure is used and the proper "Purchase Order" has been previously issued to him by Purchasing, and proper notification of acceptance of this material has been filed by the originator or director with the Purchasing Office.

D. In preparing requisitions, originators should request the largest quantity consistent with need, storage space, and available funds. Small orders should be avoided to the maximum extent possible, since delivery charges and processing costs may exceed the value of the merchandise. The normal flow of a requisition form is as follows:

1. Originator:

Budget check.

Determination of need.

Preparation of one original and one copy of requisition form.

2. Division Chair or Department Supervisor:

Review and approval.

All parts forwarded to pertinent Vice President.

3. Budget Check and Approval by Appropriate Vice President

4. Purchasing Department:

Pricing, vendor selection, and issues purchase order or check as required.

SPECIAL PROCEDURES --

A. Charge Purchases - Under \$1,000 charge on open college accounts: Purchaser must sign invoice and put complete Division computer account number on charge invoice. No individual or department charge accounts - college ONLY.

B. Charge purchases over \$1,000, but under approved limit set for specialized areas, (Example: Transportation), require a blanket purchase order in advance of purchase. The limit will be typed on purchase order and sent to vendor. Purchaser must sign invoice and put complete division computer account number on charge invoice. No individual or department charge accounts - college ONLY.

C. Purchases from State Purchasing and General Services Commission requires purchase order requisition and use of the commissions purchasing procedures.

D. Purchases by Check - In situations where a check is necessary for a purchase to be made, (Example: Best Products) a check requisition must be prepared and approved by a Division Chair or - and the appropriate Vice President before being submitted to Purchasing. Order forms, supporting receipts, registration forms, etc., should be included with forms for documentation.

SIMPLE DESCRIPTIONS --

The person preparing the requisition form must describe each item in enough detail to enable another person to purchase the proper item. The originator should furnish such information as the quantity, size, color, trade name and catalog or model number along with a brief description.

SPECIFICATIONS --

A. If the item cannot adequately be described in the manner indicated above, the originating department is responsible for providing the necessary specifications to be written. Specification literature supplied by vendors should be attached to the requisition for any first-time equipment purchases or when unusual items are involved.

B. Specifications should describe the article clearly and in sufficient detail to insure purchase of the correct product. They must provide for open competition in bidding and should insofar as is possible, permit the procurement of standard products rather than items of special manufacture. Consideration must also be given to the availability of parts and of responsible repair facilities.

C. Specifications for items to be fabricated will be developed on an as need will be basis. Unless the originator possesses considerable expertise in these matters, the assistance of a technician or consultant may be required to prepare adequate specifications.

ISSUANCE OF PURCHASE ORDER --

A. When competitive prices have been obtained and the vendor selection process has been completed, purchase orders will be issued for the items listed on a requisition.

1. Three-part purchase order forms will be used.
2. Several purchase orders may be required if two or more vendors are selected.
3. Each purchase order will contain reference to the account number and requisition number assigned by the originating division.

B. The distribution of the purchase order copies is a follows:

FIRST) - Vendor

(SECOND) - Purchasing/Accounts Payable

(THIRD) - Receiving Copy/Originator

C. Once a Purchase Order has been issued, no person outside the Purchasing Department has authority to contact the vendor to make any changes in quantities or specifications. If an error is discovered by the originator when he reviews his copy of the requisition; or if circumstances dictate a change or deletion, immediate notification should be given to the Purchasing Department. Any such changes should be made before the vendor has filled the order, as changes or cancellations after delivery will often result in extra charges for handling or restocking.

FOLLOW-UP AND EXPEDITING --

A. When requests are made for purchase order follow-up or expediting, the Purchasing Department will contact the vendor, obtain detailed information about the status of the order, and relay the information to the person making the request.

B. If the information obtained by the Purchasing Department as to the projected order completion date is unsatisfactory, the originating division may request alternative action. Action may be initiated in a manner that follows established procedure. Such action may include accepting a substitute or cancellation of the order and re-ordering from another vendor.

RECEIPT OF MERCHANDISE --

A. Responsibility of Using Department

1. The using department is responsible for final verification and approval, in a timely manner of incoming merchandise. When the merchandise has been checked by the using department and it is

verified that the merchandise is complete and "as ordered" the copy of the Purchase Order is to be signed and returned to the Purchasing Department so payment can be made.

2. If it is not possible for the user to examine the items immediately upon receipt, he shall check the shipment and notify the Receiving Department of any discrepancies within forty-eight hours of receipt. Any complaint by the user of concealed damage or incorrect items or quantities should be made within this period.

B. Reporting Discrepancies

1. A vendor cannot be compelled to correct errors which are not reported within fifteen days after a shipment is received.

2. If it is determined by the Receiving Department and/or the user that an error exists as to the items or quantities received, the Receiving Department shall notify the Purchasing Department by telephone and/or writing of the problem. This notice, along with the partial receiving report, the packing list, and all other shipping documents, shall be forwarded to the Purchasing Department.

C. Damaged Merchandise

If shipping damage is discovered, under no circumstances shall the shipment or the damaged articles be refused. When a shipment is rejected and returned to the shipping point the carrier cannot make inspection and the right to file a claim is lost. Further instructions on damaged merchandise must be obtained from the Purchasing Department.

PAYMENT OF INVOICES --

A. In order for payment to be made for merchandise or services received, both the vendor's invoice and a verification of receipt from the originating location must be on hand in the Purchasing Department.

B. All college purchase orders instruct the vendor to mail invoices to the college Accounts Payable Department. However, if an invoice is received by the Receiving Department or the originating division, it should be forwarded to the Accounts Payable Department immediately.

C. All payments are made on a net 30 basis unless a discount is offered. Every effort should be made to maximize discounts.

D. Checks will be processed on Thursday of each week. The requisition must be in the Purchasing Department before noon on Tuesday.

The Southwest Texas Junior College **Check and Purchase Order Requisition Form** can be found on the Business Office web page on the college website, www.swtjc.edu, Links, Business Office, Forms, Checks and Purchase Order Requisition.

TRAVEL REIMBURSEMENT

APPROVED INSTITUTIONAL TRAVEL --

The college will reimburse, within the limit determined in the annual operating budget, faculty and staff members for expenses incurred on approved institutional travel or for student instruction purposes. Official trips must be approved in advance by the appropriate Vice President. Unless approved by the appropriate Vice President, college owned vehicles shall be used for all college travel. Vehicles should be requested on the appropriate form at least several days in advance. Vehicle requests should be processed through the appropriate Vice President. If using a personal vehicle, the reimbursement rates will be the same rate as the state of Texas.

Requests for reimbursement of travel expenses should be completed on the appropriate form with receipts attached and submitted to the appropriate Vice President for their approval.

The Southwest Texas Junior College **Travel Reimbursement Requisition Form** can be found on the Business Office web page on the college website, www.swtjc.edu, Links, Business Office, Forms, Travel Reimbursement Requisition.

During travel meals will be reimbursed at the rate determined by the US General Service Administration chart. For the partial days of travel click on the "Meals & Incidental Expenses Breakdown" for the amount. The employee is not required to maintain receipts for meals during travel.

Link: http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts

Travel is defined as being away from your normal headquarters long enough to require sleep.

MEALS –

Meals are not reimbursed when no travel is involved.

Vice Presidents (or their designee) will be reimbursed for actual meal expenses incurred while carrying out College business if prior documentation of a business purpose has been approved.

AIR TRAVEL --

Official travel by air will be approved when in the judgment of the appropriate Vice President; such travel for reasons of convenience, economy, or immediacy is preferable to travel by motor vehicle.

TRAVEL ADVANCES --

Funds to cover expenses anticipated to be incurred on approved overnight travel will be advanced by the Business Office not more than two business days before the trip. Any advance will require written approval by the appropriate Vice President.

All cash advances must be signed by the person representing the account to which the funds will be charged. The signatory will be responsible for providing required documentation of funds expended and return excess cash within **FIVE** days of return. Approved expenditures over cash advanced will be reimbursed. An employee will not be allowed an advance if a previous advance to that employee has not been reconciled.

PERSONNEL RECORDS –

The following information and records on instructors and staff member are kept in the Business Office:

1. W-4 forms for withholding income tax
2. Social Security Number
3. Contract
4. Clearance Sheet
5. Teacher Retirement records (or Optional Retirement records)
6. Health and accident insurance forms
7. Form I-9 Employment Eligibility Verification

It is the instructor's or staff member's responsibility to keep the records up to date.

INVENTORY AND TRANSFERS --

The college has a complete inventory of all equipment assigned to various departments and buildings. When equipment is transferred from one department to another, or one building to another, a transfer form should be obtained from the Purchasing Office.

PAYMENT OF ACCOUNTS DUE THE COLLEGE --

All accounts due the college for goods or services purchased from the college must be paid within thirty days unless other arrangements are made with the Vice President Finance.

MOTOR VEHICLES AND MECHANICAL EQUIPMENT --

Motor vehicles (buses, vans, trucks, cars, tractors, etc.) or any other mechanical equipment owned by the college may not be borrowed, rented, or used for private purposes by a college employee, student, or constituent.

POLICY ON LOANING TABLES AND CHAIRS --

As a general rule, the college will not loan tables and chair to outside individuals. Only recognized community organizations or service groups may borrow them for special purposes and only for a short term (one day). Other procedures are:

1. Division Chairs or Departmental Supervisors may request the loan of tables and chairs for special purposes, who will sign for them and be responsible for them.
2. The following rules must be followed:
 - a. Tables and chairs must be picked up and returned during normal working hours.
 - b. The individual checking out tables and chairs must sign for them.
 - c. Tables and chairs must be checked out through the Director of Physical Plant
 - d. Individuals checking out tables and chairs must be responsible for loading and unloading them.

PROCEDURES FOR PAYMENT --

Any departments of the college that generate income or charge for services rendered should follow the following procedures for receiving payment:

1. Do not collect the money.
2. Issue a bill of charges to recipient for services.
3. Provide a copy of the bill immediately to the Business Office.
4. Instruct recipient to make payment at the Business Office.
5. Release goods or materials to the recipient when they show a receipt of payment from the Business Office.

PERSONAL PROPERTY

The college insurance does not cover loss or theft of any personal property. In the event personal property is lost or stolen it will not be replaced at college expense.

SALES CALLS AND DEMONSTRATIONS AT THE COLLEGE

The procedures of allowing any sales, sales calls, and/or sales demonstrations at the college shall be:

1. Any solicitations or sales calls must first be approved by the Purchasing Agent.
2. If the demonstration is approved, the Purchasing Agent will then set a time and place where the representatives may set up the demonstrations. Representatives shall not solicit or contact employees at their work stations.
3. College employees may attend the demonstrations on their free time or at the discretion of their immediate supervisor.
4. Selling products, services and/of financial schemes during working hours at the college by college employees is prohibited.
5. Any fund-raising activities at the college must be approved by the appropriate Vice President