

HCTC Quick Reference Purchasing Guidelines

For purchases up to \$3,000.00 with no item costing more than \$499.00

USE THE PROCUREMENT CARD

Exceptions:

DO NOT use the procard for printing purchases. All printing must be processed through KCTCS on a purchase order.

For purchases over \$3,000.00 and purchases not allowed on a procard

Requisitions must be entered into PeopleSoft by the Business Office.

One quote is required for purchases up to \$10,000.00 submitted by the requestor that must be attached to a HCTC Internal Requisition Form.

Three quotes are required for purchases between \$10,000.00 and \$20,000.00 submitted by the requestor that must be attached to a HCTC Internal Requisition Form.

Sealed bids are obtained by KCTCS Purchasing for purchases over \$20,000.00. Requestor must submit HCTC Internal Requisition and one quote.

Price contracts must be utilized (i.e. Office Max). Only use alternate vendors in emergencies. Example vendor Wal-Mart

For purchases in which the college already has an invoice that is under \$500.00 and the vendor does not accept a procard a confirming requisition will be entered by the Business Office.

IMPORTANT

For purchases over \$500.00 where the vendor does not accept the procard:

On receipt of the HCTC Internal Requisition, the Business Office will enter the requisition into PeopleSoft and KCTCS purchasing will assign a purchase order number to the requisition. KCTCS will fax the purchase order to the vendor.

It is Hazard Community & Technical College policy that a vendor will not be used if they do not accept the procard. The vendor will only be used if the merchandise is not obtainable elsewhere.

You **MAY NOT** commit the college to pay a vendor without going through the Business Office for processing.

Failure to comply with these guidelines will result in the requesting department having to return the merchandise or they will have to provide written justification to KCTCS purchasing. Then, it will be at KCTCS Purchasing discretion if they allow the invoice to be paid. The requestor could be held liable.