

PURCHASING QUESTIONS & ANSWERS

- **What is the preferred, and in most cases the required way to purchase individual items of less than \$500 and total purchase of less than \$3,000?**

College Pro-card.

- **When do I use a Purchase Order?**

For equipment purchases and orders exceeding the \$3,000 limit for a single order and for vendors who do not accept a procurement card.

- **How do I make a pro-card purchase?**

- Complete a KCTC Expenditure Transaction Detail Form (BA8);
- State the bona fide business purpose (justification);
- List the chart string;
- Obtain the appropriate signatures;
- Take the completed KCTC Expenditure Transaction Detail Form (BA8) to the campus business office so that a pro-card can be issued or order processed.

- **What signatures are required on the KCTCS Expenditure Transaction Detail Form (BA8) prior to purchases being made?**

Person making expenditure request, Supervisor of person making expenditure request, Budget Manager (if not Supervisor of person making expenditure request), Cardholder, Cardholder Supervisor and CEO approval (if appropriate).

- **How do I pay for employee conference registration and airline tickets?**

College Pro-card.

- **What do I need to do if I want to purchase food for an event?**

Verify with the Business Office for appropriate guidelines prior to scheduling the event.

- **What are the Procedures for using the procurement card locally?**
 1. A completed KCTCS Expenditure Transaction Detail Form (BA8) with vendor name, chart string and all appropriate signatures must be submitted to the Business Office.
 2. When the completed KCTCS Expenditure Transaction Detail Form (BA8) is submitted to the Business Office, a credit card can be signed out for **local purchases only**.
 3. A completed KCTCS Expenditure Transaction Detail Form (BA8) must be submitted for each vendor that is to be used.
 4. Each person using the procurement card must sign out the card from the Business Office. Procurement cards cannot be given to others without Business Office approval.
 5. **The Procurement card and receipt for purchases must be returned to the Business Office.** Timely return of the procurement card ensures availability of the card to others needing use of the card.
 6. No item costing over \$499.99 can be placed on the procurement card.
 7. The total amount of a single purchase **cannot** exceed \$3000.00.
 8. Prior arrangements must be made with the Business Office for the card to be kept overnight in emergency situations.
 9. Split orders are not allowed. Split orders are prohibited on procurement card purchases to prevent the purchase from exceeding the \$3000.00 limit.