PAUL D. CAMP COMMUNITY COLLEGE
PROCUREMENT OPERATING PROCEDURES

PURCHASE REQUISITIONS

PURPOSE:

These procedures outline the steps that employees must perform to initiate procurement of goods/services on behalf of the College.

BACKGROUND:

The Commonwealth of Virginia and other regulatory agencies place specific restrictions and requirements on the procurement of goods/services. These procedures, which apply to state, local, and grant funding sources, are designed to ensure continued compliance with such regulations. They are part of the larger procurement cycle which may include dissemination of the request to solicit potential vendors, actual purchase and receipt of the goods/services, and facilitation of documentation to applicable personnel responsible for disbursing payment.

PROCEDURES:

1. An employee of the College (requester) completes a Departmental Requisition ("purchase requisition") – see Appendix 1 – when goods/services are required; to obtain a purchase requisition click the following link:

   Note 1: The requester is encouraged to research and enter the following information into respective fields of the purchase requisition:
   - Quote(s), with support attached to the purchase requisition
   - State or cooperative contract, attached to the purchase requisition
   - Preferred vendor(s), identified in the ‘Other Comments’ field

   However, buyers reserve the right to purchase goods/services from any vendor that maximizes benefits to the College, so long as compliance is maintained.

   Note 2: Additional procedures may exist for requisitions related to the following:
   - Emergency purchases
   - Performance agreements
   - Equipment Trust Fund purchases

2. Requester prints the purchase requisition and applicable supporting documentation (e.g. the requested contract or quote(s) identified on the purchase requisition)

3. Requester provides the purchase requisition to his/her Account Manager to determine whether funding is available for the purchase

4. The Account Manager reviews and verifies funds are available for this purchase.
5. Account Manager notifies the requester whether funding is available for the purchase and returns the purchase requisition.

6. If funding is available, the requester provides the purchase requisition to applicable approver(s) based on the College’s delegation of authority, as well as the Thomas Nelson Grants Accountant if the expenditure(s) will be funded by a grant.

7. Approver(s) review the purchase requisition to verify that compliance is maintained with requirements outlined in the following sources:
   a. Agency Procurement and Surplus Property Manual
   b. Virginia Public Procurement Act
   c. Applicable sections of the Commonwealth Accounting Policies and Procedures (CAPP) manual, including topic 20310 – Expenditures
   d. Grant award documentation, if applicable

8. Approver(s) sign the purchase requisition if compliance is confirmed and return it to the requester.
Note: If the purchase requisition is not approved, the approver explains the reason and coordinates with the requester to update the purchase requisition, if applicable.

9. Requester provides the documentation to Paul D. Camp’s Vice President of Financial and Administrative Services.

10. Vice President of Financial and Administrative Services verifies that funding is available in the specified budget coding using the instructions outlined in step 4.

   Note: If ample funding is not available, the Vice President of Financial and Administrative Services informs the requester.

11. Vice President of Financial and Administrative Services or designee provides the documentation for authorized purchase requisitions to a cashiering window.

12. Cashier scans the documentation to Thomas Nelson.

13. Buyers in Thomas Nelson’s Procurement Department process the purchase requisition using applicable procurement methods and vendors.

   Please note the expected processing times and allow ample time for procurement:

   - Up to $5,000 ............................................... Two (2) weeks
   - Over $5,000 to $100,000 ................................. Four (4) weeks
   - Over $100,000 ........................................... Thirty (30) – sixty (60) business days
   - Over $100,000 (professional services) … Forty (40) business days

   NOTE: PURCHASES THAT DO NOT FOLLOW THE STEPS OUTLINED IN THESE PROCEDURES WILL NOT BE PAID OR REIMBURSED BY THE COLLEGE.