



**DONNELLY  
COLLEGE**  
EST. 1949

## **General Purchasing Policy**

Review Date 9/14/21

Approved by: Administrative Council

Responsible Official: VP of Business Affairs

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### **General Purchasing Policy**

Purchase orders are required for all purchases. Procedures for preparing purchase orders are obtained from Department Managers. Once prepared and signed by the appropriate budget administrator, goods and services can be ordered. The original Purchase Order is to be submitted to the business office. Incomplete and/or improperly approved Purchase Orders will be rejected by the Business Office and returned to the Department Manager. **\*Purchase orders over \$500 must have dual signatures of the originator and department manager.**

### **Standard Purchase Order**

Standard Purchase Order Request forms are required for all purchases, including employee reimbursements, travel advances, and other miscellaneous purchases on behalf of Donnelly College.

Purchase Orders are not required for the following monthly and quarterly expenses:

1. Utilities
2. Telephone
3. Internet Provider Services
4. Insurance
5. Contractual Obligations
6. Monthly service invoices
7. Copier and equipment leases
8. Postage maintenance
9. Audit/Legal

Once prepared and signed by the appropriate budget administrator, goods and services can be ordered. Prior approval for credit card purchases is also required.

The original Purchase Order with supporting documentation attached is to be submitted to the Accounts Payable Specialist. Incomplete and/or improperly approved Purchase Orders will be rejected and returned to the Department Manager.

### **Purchase Documentation**

All Purchase Order Requests must have supporting documentation attached, such as an invoice or a cash receipt, that provides the vendor name and the date and amount of the expense.

## **Travel Expenses**

The prudent use of college funds for travel is expected. This requires prior approval for such expenses which must be reasonable in the circumstances and must be necessary to the performance of the College business involved. See the Employee Travel Policy for more information.

## **Contracting with Individuals**

The College hires sub-contractors to perform services such as consulting, building improvements, snow-removal, and mowing. Contracts can only be signed by the President or the Vice President of Business Affairs. The Department Manager must process all requisitions according to the Purchase Order Policy.

## **Purchasing Procedures by Threshold Amount**

1. If the estimated cost of purchase is less than \$10,000, the selection of a vendor may be made by unrestricted open-market processes.
2. If the estimated cost of purchase is more than \$10,000 but less than \$50,000, informal quotations shall be obtained from at least two (2) qualified sources of supply. However, the President may approve a vendor without two (2) or more qualified sources of supply being verified if recent purchase information or group purchasing plans provide assurance of competitiveness.
3. If the estimated cost of purchase is more than \$50,000 but less than \$250,000, formal quotations shall be obtained from at least two (2) qualified sources of supply and the purchase must be approved by the Chief Financial Officer.
4. If the estimated cost of purchase is more than \$250,000, the purchase shall be made by a competitive formal, sealed bidding process in which bids are solicited from at least three independent vendors, to include at least one minority bidder when possible. Purchasing recommendations based on the bidding process must be submitted to the Board of Directors for approval after appropriate administrative evaluation.

## **Publication Info**

This policy will be published on the College website.



# DONNELLY COLLEGE

## REQUEST FOR PURCHASE

Purchase Order # 42913

Vendor Name:   
 VISA Sub Vendor:   
 Address:   
 City, ST Zip:

Phone #  
 No Invoice - pay from this document  
 Purchased with VISA Ending \_\_\_\_\_  
 Reimbursement to Employee

Quan	Item #	Unit Cost	Total Cost	Acct	Dept
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Shipping & Handling Total			\$ -		

Comments

03/01/19		
Date	Initials	Signature
Date	Signature	

INSTRUCTIONS: Need check by Next check run  
 Need check by \_\_\_\_\_  
 Hand deliver check to requestor

ACCOUNTING USE ONLY:

Vendor #  Invoice #

Date entered into GP  Posted by

ORIGINAL--AccountingCOPY--  
 Requestor