

Purchasing Policies

(Note: this does not apply to goods and services secured via a blanket purchase order).

| ITEM                            | PURCHASE ORDER<br>REQUIRED IF ITEM<br>COST EXCEEDS<br><del>\$2,499.99</del> | AUTHORIZATION<br>REQUIRED TO INCUR<br>EXPENDITURES  | PAYMENT<br>AUTHORIZATION<br>REQUIREMENT  |
|---------------------------------|---|---|--|
| Books                           | Yes   | Cost paid if in the best interest of the College.   | Purchase order or purchase contract required.  |
| Bookstore                       | Yes   | Cost paid if in the best interest of the College.   | Payment made via the Internal Recharge Process.  |
| Case costs                      | No  | Cost paid if in the best interest of the College.   | Payment can be on <u>p-card</u> , check request or approval of invoice.  |
| Catering                        | Yes   | Cost paid if in the best interest of the College. Catering costs can generally only be charged to non-state accounts. For on-campus events, caterers must be listed on Exhibit Y, Qualified Caterers. | Payment should be made from vendor's invoice and provide the <u>purpose and</u> date of the event, description of the event, number of people served, cost per person, and brief description of meal and alcohol served. |
| Collection costs                | No  | It is generally the policy of the College not to pay late fees and or collection costs. If you have a dispute with a vendor over an invoice contact the <u>Controller</u> , immediately.              | The Chief Financial Officer must authorize all invoices containing collection cost charges.  |
| Computers and related equipment | Yes   | Funds for computer equipment are approved during the budget hearing process.<br><br><u>All computer and related equipment purchases require prior approval from the Director of IT.</u>               | Purchase order or purchase contract required.  |
| Conference registration fees    | No  | Itemized travel costs, including conference registration fees are pre-approved through the budget hearing process.  | Payment is accounted for by the Travel Reimbursement Form (Exhibit N). If no travel is involved, payment can be made by check request <u>or p-card</u> .   |
| Construction costs              | Yes   | Major construction projects are approved during the budget hearing process. If emergency construction is required, approval of the Chief Financial Officer is   | Purchase order or purchase contract is required.   |

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| Consultants   | Yes   | General Counsel and the Chief Financial Officer must approve consultant contracts. The Board of Directors must approve extraordinary consulting contracts. Costs incurred must be in the best interest of the College. Employees will not be paid on consulting contracts. | Purchase order or purchase contract is required. A consulting contract (Exhibit V) is required. Conflict of Interest Statements may also be required. A federal form W9 is also required. Personal reimbursements to consultants will not be made <u>unless provisions provide for such in the Agreement.</u> |
| <u>Contract Temporary Help (Non-student)</u>                              | <u>Yes</u>  | <u>Approved HR's Employment Authorization for Temp Employee form. Submit this form to HR before the temporary employee is hired in order to officially authorize a temporary employee.</u>   | <u>Purchase order, invoice and original timesheet.</u>  |
| Dues and Subscriptions  | No  | Costs paid if in the best interest of the College.   | Payment can be <u>via p-card</u> , on a check request or via approval of invoice.   |
| Equipment (Inventoriable and Instructional)                               | Yes   | Funds for equipment are approved during the budget hearing process.  | Purchase order or purchase contract required.   |
| Freight   | No  | Costs must be incurred as part of acquiring approved equipment or supplies   | Fiscal office should verify that 1) F.O. B. Terms indicate that freight payment is the College's responsibility; 2) freight on goods received is authorized by the purchase order covering the purchase and 3) goods are shipped by the carrier specified in the purchase order.                              |
| Grants from College funds (for students, faculty, research, travel, etc). | No  | Costs are approved during the budget hearing process.  | Payment can be made on check request. <u>Payments to students during the academic year are processed via the financial aid transmittal process.</u>   |
| Honoraria   | No  | Costs paid if in the best interest of the College. Honoraria method of payment to be used if person is an independent contractor or special guest speaker. Honoraria system may not be used to pay employees.  | Payment is processed by check request. A federal form W9 is also required.  |
| Memberships   | No  | Costs paid if in the best interest of  | Payment is accounted for by   |

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|                   |    | the College.                                       | <u>p-card</u> , check request or approval of invoice.                             |
| Messenger Service | No | Costs paid if in the best interest of the College. | Payment is accounted for by <u>p-card</u> , check request or approval of invoice. |

| ITEM | PURCHASE ORDER REQUIRED IF ITEM COST EXCEEDS <u>\$2,499.99</u> | AUTHORIZATION REQUIRED TO INCUR EXPENDITURES | PAYMENT AUTHORIZATION REQUIREMENT |
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| Moving Expense, if paying moving company directly.                               | Yes                   | See sections on Disbursement and Travel regarding moving expense reimbursement.   | Purchase order is required.   |
| Moving Expense, if reimbursing employee  | No                    | See sections on Disbursement and Travel regarding moving expense reimbursement.   | Check request or Travel Reimbursement Form accounts for payment; original receipts must be attached.  |
| Office supplies, less than \$50.00<br><u>(See exceptions to Paper and Toner)</u> | No                    | Approval of department head incurring the charge. Must be purchased through the College's contracted vendor.  | Approved packing slip.<br><u>Charges are processed through the internal re-charge process.</u><br><br><u>Purchases made through the College's contract vendor should not be paid for the P-card.</u>                |
| Office supplies, \$50.00 or more.<br><u>(See exceptions to Paper and Toner)</u>  | Yes                   | Approval of department head incurring the charge. Must be purchased through the College's contracted vendor.  | Purchase <u>request</u> s required.<br><u>Charges are processed through the internal recharge process.</u><br><br><u>Purchases made through the College's contract vendor should not be paid for with a p-card.</u> |
| Overnight Delivery   | No                    | Costs paid if in the best interest of the College.  | <u>Service requests should be processed through the College's contracted vendor.</u>  |
| <u>Paper</u>   | <u>Not applicable</u> | <u>Paper for printers and fax machines should be requisitioned from the Purchasing Warehouse. Purchasing has secured significant discounts on paper by purchasing it from the State's master contract.</u><br><br><u>Paper for the copy machines are provided by the copy vendor.</u> | <u>Warehouse requisition. Charges are processed through the internal re-charge process.</u>   |
| Personal Reimbursements – <u>Made only for travel or petty cash.</u>             | No                    | <u>Limited to travel reimbursements and items and services unique in nature where the College's centralized Purchasing and Procurement department could not</u>   | Payment is accounted for by check request accompanied by original receipts. <u>Travel reimbursement payments are made via the Travel</u>  |

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|                                      |     | <u>be made. The nature of such purchase must be documented.</u>                              | <u>Reimbursement form.</u>   |
| Petty cash                           | No. | Items under \$20.00 will be reimbursed if the costs are in the best interest of the College. | Payment <u>will be made</u> by completing a Petty Cash Form (Exhibit Q) and attaching original receipts. |
| Postage                              | No  | Approval of department incurring the charge.   | Payment is accounted for through the College's internal recharge system.                                 |
| Printing, internal                   | No  | Approval of department incurring the charge.   | Payment is accounted for through the College's internal recharge system.                                 |
| Printing, external                   | Yes | Approval of department incurring the charge.   | Purchase order and approval of original invoice.   |
| Rental or lease of real property     | No  | Pre-approved by Dean or designee. May require Board approval.                                | Lease or rental agreement approved by General Counsel and Chief Financial Officer.                       |
| Service charges on past-due invoices | No  | Every effort is make to pay invoices on time; service charges should be avoided.             | Approval of department head incurring the charge.  |

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2) unique in nature where items could not be procured through the College. Reimbursements for computer equipment will not be made until Purchasing has placed the College's equipment ID tag on the item.

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| ITEM | PURCHASE ORDER REQUIRED IF ITEM COST EXCEEDS<br><u>\$2,499.99</u> | AUTHORIZATION REQUIRED TO INCUR EXPENDITURES | PAYMENT AUTHORIZATION REQUIREMENT |
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| Service contracts                | Yes | Services contracts are reviewed and expenditure approved by the Chief Financial Officer.  | Purchase order and original invoice.  |
| Software                         | Yes | Items are paid if in the best interest of the College. <u>Pre-approval by IT is required before such purchases can be made.</u> | Purchase order and original invoice.  |
| Student aid, grants, awards etc. | No  | Funding provided by the College through budget hearing process or by Federal and/or State Government.                           | The Financial Aid office must first view all awards made to students. When possible, all transactions of this nature must be processed through the Colleague system.                |
| Supplies                         | Yes | Items are paid if in the best interest of the College.  | Purchase order or purchase contract required along with original invoice. A blanket purchase order may be issued to prevent generating numerous purchase orders to the same vendor. |
| Telephone                        | No  | Costs paid if incurred in performance of College duties.  | Payment is accounted for through the College's internal recharge system.  |

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| <u>Temporary Employee (Non-student)</u>  | <u>No</u>             | <u>Approved HR's Employment Authorization for Temp Employee form. Submit this form to HR before the temporary employee is hired in order to officially authorize a temporary employee.</u>   | <u>Hastings Timesheet. Temporary employees are paid through Payroll Services.</u>           |
| <u>Toner – Laserjet Printers</u><br><br><u>Toner for copiers is provided by the copy vendor.</u> | <u>Not applicable</u> | <u>Toner for printers and fax machines should be requisitioned from the Purchasing Warehouse. The College maintains a central contract for which all laserjet toner is to be purchased.</u><br><br><u>Paper for the copy machines are provided by the copy vendor.</u> | <u>Warehouse requisition. Charges are processed through the internal re-charge process.</u> |
| Travel   | No                    | Department head must authorize traveler. Refer to Travel section for reimbursement policy.   | Payment is accounted for via the Travel Reimbursement Form (Exhibit N).                     |
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Utilities

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Costs paid when incurred in performance of the College's academic and administrative functions.

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Revised June 05, 2009  
Transmittal #09-021

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