



# Purchasing Procedure Manual

March 2024

# Lewis-Clark State College Purchasing Procedures

## I. INTRODUCTION

The purpose of this document is to outline the specific responsibilities and procedures for the acquisition of goods and services at LC State, to augment the Purchasing Policy, and to align purchasing procedures with Idaho's four-year higher education institutions.

## II. PROCEDURE STATEMENT

The function of the Purchasing Department is the administration of purchasing services for LC State. By providing these services in accordance with sound business practices and the Purchasing Policy, the Purchasing Department seeks to realize for the college the maximum value for every dollar expended.

## III. AUTHORITY AND RESPONSIBILITIES

The Purchasing Department is overseen by the Vice President for Finance and Administration. Daily operations have been delegated to the college Purchasing Director. All procurement transactions of LC State are governed by Purchasing Policy 4.111 approved by the State Board of Education. See also Purchasing Procurement Card Policy 4.121 (<https://www.lcsc.edu/policies>).

## IV. PROCEDURES TO IMPLEMENT

Purchase Orders and the Purchasing Card are the authorized means to acquire goods and services. This provides protection for the college as well as our vendors from individuals claiming to represent LC State who place orders fraudulently. College employees should not place an order or receive goods or services without being able to give the vendor a Purchase Order number or Purchasing Card number. This procedure gives our suppliers the assurance they have a bona fide order.

All funds deposited with the college, regardless of source, are college funds and must be handled in accordance with college policy. Although departments are allocated funds in their budgets for a given period, this allocation is only an authority to requisition, not to purchase.

### A. Authorized Purchases

No person is authorized to obligate the college without encumbering, in advance, sufficient funds to meet the purchase obligation. This practice applies to all requisitions regardless of the source of funding. It shall be the responsibility of the requestor and account owner to determine and ensure funds are available and properly budgeted.

Each department has employees authorized to approve requisitions and P-card expenses. Generally, the department head has signatory authority with additional signatures as required by the department. All purchases at or above \$2,000 require the next level of authority signature (i.e., Dean, Provost, Vice President, President).

### B. Sponsored Funds

Procurement requirements used when sponsored funding is involved can be more restrictive than requirements for the State of Idaho. See the Code of Federal Regulations,

Part 200, Subpart D, Procurement Standards (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d>) . When all or part of the funding of an acquisition involves sponsored funds, the entire purchase will be conducted following federal requirements.

The Office of Grants and Contracts (OGC) must be included in the grant purchase authorization workflow. It is the responsibility of the purchase originator to obtain the authorization of the OGC. For additional guidelines, see Policy 1.111 Grants and Contracts (<https://www.lcsc.edu/policies>).

Assets purchased with sponsored funds shall be managed in accordance with applicable institution, state and federal policies.

### **C. Special Purchasing Procedures**

1. Information Technology Purchasing
  - a. Acquisitions of all information technology-related purchases, except for the purchase of such items by academic units for academic purposes, are subject to approval by the Information Technology department. Information Technology purchases include, but are not limited to, all present and future forms of desktop and mobile computing devices, software and applications, and third-party services related to automation or telecommunications
    - i. Computer-related purchases (any computer equipment, multimedia hardware, communications-related equipment, peripherals [ex. keyboards, mice, screen protectors, flash drives] over \$100, software, or online services) require the Information Technology Director's approval.
2. Alterations/Renovations of Facilities
  - a. Requests for alterations or renovations shall be directed by the Physical Plant Director and acquisition of goods or services will be coordinated with the Purchasing Department.

### **D. Leases**

The Purchasing Department can assist with a lease for goods. Requests for leases for office space, storage, residence, etc. shall be directed to Administrative Services.

### **E. Purchasing Requirements by Dollar Threshold**

#### \$100 or less; \$1,999 or less

To facilitate efficient purchasing and payment, P-Cards are required to be used for all purchases of \$100 or less and highly encouraged to be used for all purchases of \$1,999 or less, with the exception of the Punchout vendors listed on the Jaggaer website.

#### Under \$20,000 Purchases

Solicitation is not required; departments are encouraged to obtain quotes. State contracts and Jaggaer Punchouts must be utilized unless an exemption applies or is approved.

#### Small (Informal) Purchases (\$20,000 - \$249,999)

Small purchases are those purchases or procurements expected to cost less than two hundred and fifty thousand dollars (\$250,000). Costs are determined based on the following:

1. One-time purchase of property.

2. Total cost of a contract for services, including all renewal or extension periods.

The Purchasing Department shall seek a minimum of three quotes from vendors having a significant Idaho economic presence as defined in Section 67-2349 Idaho Code. The request for quotation may be written, oral, electronic, telephonic or facsimile.

#### Formal Purchases

An acquisition with a total value of \$250,000 or more is a large or formal purchase. An Invitation to Bid or Request for Proposal will be issued by the Purchasing Department.

#### **F. Requisitions and Purchase Orders**

A Purchase Order is created by entering a Requisition into the Jaggaer eProcurement system to route for approvals. Requisitions flow through an approval process of individuals and departments who are responsible for verifying accuracy, completeness, and availability of budget or funds to support the acquisition. It shall be the responsibility of the requestor and approvers to determine and ensure funds are available and properly budgeted for the acquisition. When the final approval is made on the requisition, the Purchase Order will be automatically generated and submitted to the vendor. See the Jaggaer Resource site (<https://www.lcsc.edu/purchasing/jaggaer-resources>) for process guides on entering and approving requisitions.

#### **G. Purchasing Card**

The P-card program is designed to establish a more efficient, cost-effective method of purchasing and paying for diminutive transactions. All purchases made with the P-card must comply with the P-Card Policy 4.121 and the P-Card Procedure Manual (<https://www.lcsc.edu/purchasing/employees/p-card-guidelines/p-card-policy-and-procedures>). Each P-card purchase must have a valid business objective relevant to the college.

#### **H. Government and Agency Acquisitions**

The following purchase of goods and services are exempt from the solicitation process:

1. Rehabilitation agency acquisitions. These are non-profits and public agencies operating rehabilitation facilities serving the handicapped and disadvantaged, offering goods for sale at fair market price.
2. Correctional industries acquisitions.
3. Federal government acquisitions through the General Services Administration Federal Supply Contractors and federal surplus when the acquisition is advantageous to the college and approved by the Purchasing Director.
4. Interagency contracts, including contracts with other institutions of higher education.
5. The college may contract with any one or more other public agencies or institutions of higher education to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform, including, but not limited to joint contracting for services, supplies and capital equipment, provided that such contract shall be authorized by the governing body of each party to the contract.

#### **I. Exemptions from Solicitation**

There are some exceptions to the purchasing process for goods and services that may be unique or do not lend themselves to acquisition by solicitation. Contact Purchasing to review the good or service you need for specific instructions. Examples of exceptions include:

1. Advertisements directly with media sources.

2. Contracts for legal services or bond related services.
3. Professional, consultant and information related technology services costing less than \$250,000.
4. College employee education, training and related travel expenses costing less than \$250,000.
5. Concession services where there is no expenditure of college funds.
6. Medical director and medical professional services.
7. Property held for resale, such as bookstore inventory.
8. Goods in used condition.
  
9. \*Educational discounts for property that is for the express purpose of educating students.
10. \*Purchase of copyrighted materials available primarily from the publisher.
11. \*Membership dues and subscriptions where competitive solicitations are impractical
12. \*Ongoing maintenance, upgrades, support or additional licenses for software or IT solutions.
13. \*Preventative maintenance and repair of scientific equipment for research, when the services are only available from a single supplier.
14. \*Ongoing maintenance, upgrades and support for existing equipment.
15. \*Goods or services for which competitive solicitation procedures are impractical.  
*\*These exemptions require the requester to complete the Exemption Request form, available at: <https://www.lcsc.edu/purchasing/employees/forms>*

**J. Sole Source**

In most circumstances, LC State will purchase material, equipment, supplies, and services via competitive means. However, the College may forgo the competitive/solicitation process and approve sole source procurements provided the end-user can adequately demonstrate only one vendor that can provide the good or service. Complete the Sole Source Request form, available at <https://www.lcsc.edu/purchasing/employees/forms> and submit to [Purch@lcsc.edu](mailto:Purch@lcsc.edu).

**K. Sales Tax**

The college is exempt from State and City Sales and Use Tax. A copy of the ST101- Tax Exemption Form is posted on the Purchasing Department website. When on college business, this form may be taken or sent to the vendor.

**L. Invoices**

Vendors are required to submit all invoices to the Controller's Office. In the event that a vendor sends an invoice to a department, the department is required to submit the invoice to the Controller's Office immediately. Invoices must be uploaded to Jaggaer. See the Jaggaer Resource site (<https://www.lcsc.edu/purchasing/jaggaer-resources>) for process guides on uploading invoices.

**M. Statewide (open) Contracts**

To facilitate the purchase of frequently purchased and/or low dollar items, the State of Idaho Division of Purchasing has established statewide contracts. A list of these contracts is available <https://purchasing.idaho.gov/statewide-contracts-list-view/>. Use of statewide contracts for personal use is prohibited.

The State Procurement Act allows institutions of Higher Education to use non-contracted vendors when the property to be acquired may be procured at equal or less expense. Documentation of the "equal or less expense" is required for each transaction.

1. If the value of the single, one-time acquisition is less than \$20,000, the requester must include the comparison documentation (quotes, pdf of website, etc.) of the contract and non-contract price. Ensure the comparison documentation shows all applicable amounts, such as shipping and any other fees.
  - a. For P-Card purchases, documentation must be retained in the P-Card log.
  - b. For PO purchases, documentation must be attached to the internal attachments on the requisition in Jaggaer.
2. If the value of the acquisition is \$20,000 or greater, complete the Exemption from Utilizing State Contract Request form available at <https://www.lcsc.edu/purchasing/employees/forms> and submit all comparison documentation to [Purch@lcsc.edu](mailto:Purch@lcsc.edu).

Any other request to deviate from purchasing goods and services from a state contract must be submitted using the [Exemption Request form](#) and sent to [Purch@lcsc.edu](mailto:Purch@lcsc.edu).

**This procedure does not apply to Information Technology or Office Furniture purchases.**

#### **N. Trade-In**

Trade-in of existing equipment currently tagged and included in the LC State inventory system requires prior authorization from the State Board of Examiners. Once this approval is obtained, the trade in process must be part of a solicitation or exemption. The solicitation will give vendors an opportunity to put a dollar value on the equipment to be traded in and provide pricing for new equipment. This process gives the data to determine net cost. Contact Purchasing for more information.

#### **O. Disposal of Surplus Property**

No state property shall be disposed of without prior approval of the Vice President for Finance and Administration and the college Purchasing Director. Surplus Property instructions and the required online Surplus Property form are located on the Purchasing website at <https://www.lcsc.edu/purchasing>. The State Personal Surplus Property Policy and Procedures are at <https://www.sco.idaho.gov>. All employees of the college are prohibited from participating in the acquisition of the college's surplus property.

#### **P. Turnaround Time**

Time is the most critical component in the purchasing process. Informal purchases may take approximately 2-6 weeks. Formal purchases can take from 2 to 5 months or longer, depending on the dollar value and complexity of the solicitation. Involve the Purchasing Department early in the planning process to help with timelines, estimated costs, and potential vendors.

#### **Q. Vendors**

Vendors are selected for their capability to serve the needs of the college in the most economical and efficient manner possible. Past performance and cooperation are important factors. Requisitioning departments are encouraged to suggest vendors for goods and services.

No vendor or related party, or subsidiary, or affiliate of a vendor may submit a bid to obtain a contract to provide property to the college, if the vendor or related party, or affiliate or subsidiary was paid for services utilized in preparing the bid specifications or if the services influenced the procurement process.

Debarment and Suspension: Federal Executive Order (E.O.) 12549 "Debarment and

Suspension” requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients, certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

The Purchasing Department will determine if the entity is suspended or debarred or otherwise excluded at the point of purchase. This verification is made by checking the System for Award Management (SAM.gov).