

Central Texas College Materials Management Policy and Procedures Manual	Policy No. 105 March 2008
Procurement Procedures	

I. INTRODUCTION

The procurement cycle begins when an element of the District determines a need for supplies, equipment, or services and ends when that need is satisfied and the vendor is paid. The number of persons or departments involved in the cycle is determined by the Category (level) of Procurement (Section V, Policy No. 100) and the Approving Authority (Section VI, Policy No. 100). As a minimum, this will include the requesting department, the appropriate Dean/Director, the Budget Office, the Purchasing Department, the Receiving Department, and the Accounts Payable Department.

II. REQUESTING GOODS AND SERVICES

The procurement cycle is initiated by the requesting department entering the requisition into the Datatel Colleague purchasing system, hereafter referred to as the system. Instructions for entering requisitions and request for travel authorizations are located at Appendix A of this manual.

III. PURCHASE ORDERS

After all levels of the procurement cycle have been approved, the purchase order (PO) is printed in two parts by the Purchasing Department. The original is sent to the vendor, except for those requesting a check for prepayment and blanket purchase orders. These are sent to Accounts Payable.

The copy of the PO is given to Central Receiving, except for those purchase orders generated by the Printing Department, which tracks orders independently and notifies Central Receiving when the order has been received. For those copies given to Central Receiving, the purchase order numbers are logged and the copy retained in anticipation of receiving the order. The Printing Department will return the dated copy to Central Receiving for filing and completion of the actions required by section IV.

IV. RECEIVING GOODS AND SERVICES

The Central Campus Receiving and Shipping Department is responsible for entering accepted data into the system for all material or services received by the Texas Campuses, (excluding those exceptions noted above), and for that received for transshipment to the Europe, Pacific Far East, and Continental Campuses. However, if a problem arises

whereby a campus or site cannot enter this data, notify Central Receiving, and they will enter it.

V. REQUESTING CHECKS FOR PAYMENT OR REIMBURSEMENT

When a department receives an invoice from vendors for renewal of subscriptions and memberships, requires a check for payment of a fee to attend a conference, or requires a check for reimbursement of petty cash, the initiating department shall - (1) enter a requisition into the system in accordance with Section II above, and (2) send the voucher, receipts, etc. to the Accounts Payable Department, noting the requisition number assigned by the system. The Purchasing Department will process the requisition and issue a PO. Accounts Payable will then issue a check.

Subscriptions and memberships require written approval by the department's cognizant executive officer. This documentation must be forwarded to the Budget Office prior to its approval of the requisition.

VI. VENDOR W-9 REQUIREMENT

Prior to doing business with Central Texas College, vendors must complete and return an IRS Form W-9 to the Purchasing Department. When a new Datatel vendor record is required, the requesting department is responsible for providing the Purchasing Department with the company name and contact information (individual name, address, fax number and e-mail) to facilitate processing of the W-9. Failure to complete and return the form will result in the vendor not being allowed to do business with the College.