

3.1.16. Procedure: Purchasing

In accordance with Georgia law (O.C.G.A. 50-5-50 et seq.), all purchases made by Oconee Fall Line Technical College shall conform with all purchasing laws and all purchasing rules or procedures established by TCSG and/or the Department of Administrative Services.

Oconee Fall Line Technical College has delegated purchase authority to directly purchase goods and services valued at less than \$25,000.

Any non-federally funded purchase to a single vendor of \$25,000 or more must be competitively bid unless the vendor is on statewide contract or the purchase is for goods and services that are exempt from the purchasing guidelines set forth by the Department of Administrative Services.

Any federally funded purchase of \$10,000 or more must be competitively bid unless the vendor is on statewide contract.

Purchases of \$125,000 or more to a single vendor must be approved by the State Board of Technical and Adult Education.

If a proposed purchase exceeds \$100,000 and is for goods and services related to technology, as that term is defined at O.C.G.A. § 50-25-1 then such purchases shall be approved by the Georgia Technology Authority.

All purchases must follow the appropriate order of precedence. The order is as follows:

1. Mandatory Statewide Contracts
2. Agency Contracts
3. Georgia Correctional Industries or Georgia Enterprises for Products and Services for products designated at mandatory
4. Convenience Statewide Contracts (preferred products available through GEPS or open market purchases)

Please see attached flowchart to determine your vendor.

Determine Your Needs

The first things to consider are what you need and when you need them. Purchase requisitions should be done in a timely fashion in order to give the Vice Presidents time to approve the order and the Purchasing Office time to enter the purchase order and have the items in by the time they are needed by the employee.

The requester must allow a minimum of two weeks for purchase orders to be processed. Unless extraordinary circumstances occur, the purchasing office will process all requisitions in two weeks from the time the approved request is submitted to Purchasing. Any incomplete information or bidding requirements will lengthen this turnaround time.

- Purchases under \$25,000 are handled at the school level by the purchasing department.
- Requisitions which exceed \$25,000 must be sent to the Purchasing Office at the TCSG system office, which also requires extra time.

Determine the Supplier

Consult Team Georgia Marketplace to determine if the desired items are from a mandatory source, which is a vendor from whom we are required to order certain items.

Team Georgia can be accessed at the following URL:

Team Georgia Marketplace

If the item(s) is not found in any of the above, it may be considered an Open Market purchase.

Determine the source of the Requisition

OFTC processes all requisitions through Team Georgia Marketplace (TGM).

In TGM, there is an option to assign a requisition to “OFTC check request.” Once a requisition is approved by the appropriate approvers, this option can be used for any request that does not require a purchase order. OFTC check request is used for the following:

- Registration fees
- Hotel Checks
- Reimbursements not related to State travel
- Dues/Membership fees
- Accreditation Fees

All other requests must be processed through Team Georgia Marketplace (TGM) using a purchase order. Once the requisition is appropriately approved. The purchasing office will process a PO, and the requestor will receive a final copy of the PO for ordering.

Important Tips for using TGM

- If you do not know if your item is on SWC, the best starting point is to search by item description to see if the goods are available on SWC.
- If you do not see the item listed on a SWC source, you will choose your vendor as “Non-Catalog.”
- The description field in TGM is the description that prints exactly as written on the purchase order in PeopleSoft. This is the item description that goes to the vendor. Please type an accurate description in this field along with any pertinent information that the vendor will need for this item.
- If your order is “RUSH” order, please rename in the cart and include RUSH in the cart name field.
- The comment field is very important in TGM and must contain several pieces of key information or the cart will be returned:

- ✓ Ship to for items ordered
- ✓ Charge to information (department or grant information)
- ✓ Vendor name and location (when using BEST VENDOR)
- ✓ Vendor contact information
- ✓ Special Instructions for purchasing
- ✓ Special DEADLINES
- ✓ Specify who will order (Purchasing or Requestor)

Some purchases, i.e., technology, marketing, etc., require additional approvals. These requests are sent by purchasing to the approving departments in TGM before a PO is issued. Please allow time for this approval when considering the turnaround time of your requests.

Emergency Purchases

Emergency circumstances exist where normal purchasing procedures cannot be utilized without extremely detrimental effects upon the operation of the Agency and the State's business. The purchase order should be handled by the APO using Open Market purchasing practices, as appropriate. The purchase order should provide documentation as to the circumstances surrounding the emergency and should clearly state "emergency purchase" on the face of the purchase order or in the description on Team Georgia Marketplace requisition.

The APO must provide written justification and a copy of the PO and all the pertinent documentation to the SPD relating to the purchase transaction after the purchase.

OFTC Internal Emergency Procedure

An emergency procurement is handled outside of the normal competitive process because of the urgency of the circumstances. However, as good business practice and in the best interest of the college, OFTC will make any procurement as competitive as time and the circumstances permit. Local vendors will most likely be utilized due to time restraints & bidding will not be required.

1. Employee should contact VP of Administrative Services, Director of Accounting, President, or purchasing department to obtain approval. In the event that one of the above isn't available, contact the highest ranking official present. If the requestor makes the purchase, rather than the Purchasing Tech, the requestor must keep a log of purchases made.
2. Procurement and delivery of the item(s) will be made in the most expedient method possible.
3. Purchases will be made via Purchasing Card or billed to OFTC. Purchases will follow all DOAS guidelines for emergency purchases and the P-card policy. Purchasing Card limits may be increased during this time.
4. The APO will issue a PO to the vendor marking the PO "Emergency Purchase".

Relevant Facts

- Based on the Georgia Annotated Code §50-5-50 – §50-5-81 (O.C.G.A § 50-5-50 et seq.), the splitting of requirements to avoid competitive bidding or to circumvent the Regular Delegated Purchasing Authority (\$25,000) is STRICTLY FORBIDDEN.
- Once the order is received, all receiving documents (packing slips, invoices, etc.) must be forwarded to the Accounts Payable department for payment.
- Emergency purchases are addressed by the Purchasing Office on an individual basis. By definition, an emergency purchase is when emergency circumstances exist where normal purchasing procedures cannot be utilized without extreme detrimental effects upon the operation of the State Entity and the State's business. The purchase should be handled by the Agency Procurement Officer or Purchasing Agent using Open Market purchasing practices, as appropriate. Approval by the employee's Vice President must be obtained prior to placing an emergency order, and the Purchasing Office will assist in expediting orders to eliminate delays in such cases.
- SOLE BRAND - When a particular brand/model is the ONLY acceptable brand that will meet requirements and no alternates will be accepted.
- SOLE SOURCE – When a "Sole Brand" purchase is only available from ONE (1) source.
- Unauthorized Purchases are as follows:
 - A. is a purchase where a person orders materials, equipment or items without a PO# generated in the system
 - B. is a purchase with incomplete signatures on the purchase requisition

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