YEAR END REMINDERS

June 17 – Last day for purchases using the P-Card for payment to be made against FY 10-11 budget

June 24 – Last day for supply requisitions for copy paper from Central Receiving

June 30 – Last day to receive goods and services for payment to be made against FY 10-11 budget; P-Card purchases must have proof of receipt in the file.

The OPBS would like to thank you for your continued cooperation and assistance in helping close out this fiscal year. As the beginning of a new fiscal year approaches, the OPBS staff is looking forward to what it has in store for the University. We also want you to know that we are only a phone call away when you need assistance with your purchasing concerns.

Things to Remember:

Internet Quotes...
Section 11-35-1550(2)(b) of the South Carolina Consolidated Procurement Code requires solicitations from a minimum of three qualified vendors for procurements from $2,500 to $10,000. Downloading of pricing from the internet with no direct contact with vendors does not meet the definition of a solicitation.

While searching the internet for prospective contractors is a valid initial approach, we recommend direct communication with vendors when soliciting quotes to obtain the best available pricing for the University.

Computer Purchases...
ALL computer, software, and information technology purchase requisitions are required to have the signature of the assigned IRC prior to sending to OPBS. Requisitions received without the IRC’s signature will be returned to the initiator.

Faxing Vendor Applications to OPBS...
Make sure that the OPBS is aware of who the sender is when faxing vendor applications to us. Many times, we receive incomplete applications or not enough information and we need to contact the sender.

Purchases less than $2,500.00...
When making a purchase for less than $2,500.00, use your P-Card when it is acceptable to do so.

How to Request that a Purchase Order Be “Received”
A request for a purchase order to be “received” via the telephone is not recognized as authorization to do so. You must send your request via email to Beverly@coastal.edu to have a purchase order or a line item(s) “received”. Make sure the purchase order number is also included.

What the OPBS staff look for when reviewing a requisition?

- Has the appropriate procurement process been followed?
- Are there at least 3 competitive quotes attached?
- Is the appropriate contract referenced/attached?
- Are supporting documentation / emails attached?
- Are the item titles appropriately descriptive? (Do the descriptions have enough detail so that anyone looking at the purchase order will know what is going on and where to find the details if they are not included in the description. The description should also give some time frame for the service or delivery, if applicable.)
- Did you include the appropriate budget account number?
- Are all appropriate signatures included?

Be sure to attach appropriate documentation, quotes and/or contracts to your requisition. Please do not assume that we “know” about a contract or order. Include this information on your requisition. Contact us before issuing a requisition if you are having difficulty finding contract information to reference.
Accountability…
Before you purchase goods or services on behalf of the University, you should be aware of important policies and procedures to guide you in making appropriate buying decisions. Below is an overview of some key procurement policies, procedures, and tips. Consult an OPBS staff member, the OPBS website [http://www.coastal.edu/procurement/](http://www.coastal.edu/procurement/) and CCU Procurement Policy [http://www.coastal.edu/policies/pdf/fina-301procurement.pdf](http://www.coastal.edu/policies/pdf/fina-301procurement.pdf) for more information.

Fiscal Accountability
You are responsible and accountable for all transactions you make or authorize others to make.
- Plan your purchases.
- Choose the appropriate buying method.
- Spend within your budget and spending limit.
- Reconcile all transactions on a timely basis.
- Maintain proper separation of duties in your department, i.e. the person responsible for buying goods should not also reconcile.
- Use the knowledge and experience of the OPBS staff.

Spending Authority
Faculty and Staff are authorized to commit funds on behalf of the University for purchases of goods and services up to $2,500.00 per transaction without seeking competition (although highly encouraged), as long as the price is fair and reasonable. Splitting a transaction into amounts less than $2,500 to avoid the competitive bid limit is a serious policy violation.

Signature Authority
Authority to sign contracts, agreements, leases and other binding documents has not been delegated to University faculty and staff. The President of the University or his designee is the only person authorized to sign such documents. Those signing external agreements or attempting to bind the University in any other means without processing them through the proper authority channels may subject themselves to University disciplinary action and further legal action.

Additional Tips
- Always check to see if products and services are available through a University Contract or a State Contract before using another buying method.
- Consult the OPBS staff for assistance early in the buying process.
- Review your current buying practices to be sure you are following University policies and procedures.
- Avoid unauthorized purchases. These are purchases such as those completed outside the approved buying methods and/or, where an order is split in order to avoid the competitive bid limit. Corrective action or ratification of unauthorized procurements are handled in strict compliance with procedures outlined in the S.C. Consolidated Procurement Code and are reported to South Carolina Procurement Services on a quarterly basis.