

PROCUREMENT 101

QUICK REFERENCE

Agency Certification

An agency of the State may make direct procurements above \$50,000 only if they are certified to do so by the Materials Management Office in accordance with the provisions of the Procurement Code. The Materials Management Office shall conduct a thorough review of the agency's internal procurement procedures for all areas of procurement designated by the code. Subject to the findings of that review, the Materials Management Office may authorize the agency to make direct procurements up to an assigned dollar limit for certain commodities and services. All certified procurements shall be subject to the appropriate provisions of the code and regulations, especially regarding competitive procurement methods, non-restrictive specifications, and audit requirements and findings.

Procurement audits by the State evaluate our internal control to adhere to the State Procurement Code which determines our level of certification.

Lander's certification is \$200,000.

The responsibility of internal control falls on Procurement Services.

Small Purchases

A. Purchases Not in Excess of \$5,000.00

Small purchases not exceeding \$5,000.00 may be accomplished without securing competitive quotations if the prices are considered to be "fair and reasonable." Therefore the Lander Community is encouraged to use the State Purchasing VISA Card. Procurement Services shall process requisitions for less than \$5,000.00 when VISA is not accepted or not applicable. Such purchases shall be distributed equitably among qualified suppliers.

A-1) VISA purchases must be \$5,000.00 or less.

Caution: Section 11-35-1550 of the Procurement Code states in part, "procurement requirements must not be artificially divided by governmental bodies so as to constitute a small purchase."

B. Purchases from \$5,000.01 to \$10,000.00

The purchase initiator should solicit written quotes from a minimum of three qualified sources. Quote forms can be found on the procurement web site at <http://www.lander.edu/procurement/>. These three quote forms

should be attached to the purchase requisition. The award must be made to the lowest source.

NOTE: All requests should be worded exactly the same giving each vendor equal opportunity for success.

C. Purchases from \$10,000.01 to \$50,000.00

Procurement Services must solicit written quotes from qualified sources.

The procurement must be advertised at least once in the South Carolina Business Opportunities publication.

Procurement Services must issue a purchase order BEFORE any purchases are made or services performed. When Procurement Services receives the requisition AFTER THE FACT, it is an UNAUTHORIZED procurement.

Unauthorized Procurement

An unauthorized procurement is an act obligating Lander University in a contract or procurement by any person not authorized to do so in accordance with Lander University procurement policies and procedures.

In accordance with the South Carolina Consolidated Procurement Code Section 11-35-540 and Procurement Regulation 19-445.2015, an unauthorized procurement must be ratified by the President of Lander University before a purchase order can be issued and payment made. The department in violation submits a requisition and a detailed determination to the Director of Procurement stating the facts and circumstances surrounding this act. The Director of Procurement prepares a detailed explanation stating the corrective action taken to prevent recurrence, documentation that the price paid is fair and reasonable, and routes it through appropriate channels to include the VP for Business and Administration and finally to the President of Lander University for approval. Once the president has reviewed and ratified this unauthorized procurement, the PO is created and a payment can be processed to the vendor.