

Central Virginia Community College Policies
 III – Financial Services
 Purchasing



Policy #:	CVCC0069
Effective:	__/__/__
Last Reviewed/Revised:	09/09/2022
Responsible Dept.:	Financial and Administrative Services
Other Policy References:	NA

Purchasing

This section provides a brief overview of College Procurement procedures and further supported by the Department of Purchasing and Supply (DPS) Agency Procurement and Surplus Property Manual. The Procurement Manager and Buyers serve as CVCC Procurement Officers. Separate VCCS IT Procurement policies will be followed for all IT purchases.

Purchasing Levels

The following table provides a brief summary of thresholds for purchases of goods, printing, and nonprofessional services. These thresholds apply to all purchases regardless of the source of funds (state, local, federal).

Thresholds	Procedures
Small Purchase: Up to \$5,000	Obtain a minimum of one (1) quote from a Department of Minority Business Enterprise (DMBE)-certified small business, if available.
Over \$5,000 up to \$50,000	Solicit a minimum of four (4) DMBE-certified small business sources, if available, in writing or electronically using Unsealed Bidding, Unsealed Proposal, or Unsealed Best Value Acquisition methods depending on procurement. Quick Quote shall be used unless addenda are anticipated and unsealed bidding is allowed. Solicitations up to \$50,000 shall be set aside for DMBE-certified small businesses unless exempted, and documentation is required. Public posting on eVA VBO is required if a small purchase is expected to exceed \$5,000. Quick Quote solicitations must meet the public posting requirement.
Over \$50,000 up to \$100,000	Solicit a minimum of four (4) sources, including a minimum of two (2) DMBE-certified small businesses, in writing or electronically, using Unsealed Bidding, Unsealed Proposal, or Unsealed Best Value Acquisition methods depending on procurement. Quick Quote shall be used unless addenda are anticipated and unsealed bidding is allowed. If set aside for small business only (see 3.10g), solicit a minimum of four (4) DMBE-certified small businesses, if available.

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Emergency and sole-source purchases of any amount require written justification and must be approved in advance by the President or Vice President for Finance & Administration. In addition, sole-source purchases over \$50,000 require approval from the State Division of Purchase and Supply.

State Contract – Mandatory Source

The CVCC Procurement Officer may issue purchase orders in any amount for any goods or service listed on a term state contract. If an item is available on a mandatory state contract, CVCC cannot use local procurement authority to purchase the goods/service from any other source unless the purchase is exempt by contract terms. Current state contracts are on-line at the DPS web site, VCCS, and are easily accessible by the procurement officers.

Purchase Request and Approvals

For orders submitted to the Procurement Office for processing, staff must complete a *CVCC Departmental Purchase Request form (DPR)*. To avoid delays the purchase request form should include the following information:

- Complete specifications;
- Quantity;
- Specific required delivery date and/or drawings;
- Suggested vendors to include address, telephone and fax number, and federal tax ID # or SS#;
- Estimated shipping charges
- Delivery location and contact person;
- Budget account to be charged;
- Estimated cost and;
- Budget Manager's approval signature.

Orders will be processed by the Procurement Officer through eVA, or a purchase order will be given to the department to purchase the goods/services directly from the vendor locally and later documented in eVA.

Receiving

CVCC has central shipping and receiving. Deliveries are made directly to the mailroom/receiving area and then delivered to the department. It is the responsibility of the requestor to inspect and ensure that goods received and/or services performed are in accordance with the specifications of the purchase order/contract documents. The requester inspects the delivery and signs the receiving report to indicate the delivery is complete and acceptable. A receiving report/packing slip is completed and forwarded to Procurement where the Procurement Officer matches the receiving report/packing slip to the purchase request and invoice. The entire Procurement Order file including the receiving report/packing slip is forwarded to Accounts Payable for processing for payment through AIS.