

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Purchasing of Goods and Services	<u>Number</u> 512
Related Policy:	Procurement Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 6

**I. Purpose**

To provide guidelines for the organized systematic procurement of necessary materials, goods, services, supplies, and/or equipment to support efficient and effective College operations.

**II. Procedure**

**A. General Information**

1. All supplies, equipment, and services are to be obtained at the lowest cost that is consistent with quantity, quality, availability, and service.
2. No person is authorized to obligate the college for any purchase without prior approval via an approved purchase order (PO), ad hoc payment (AP), or proper authorization on a college credit or procurement card (P-Card). Items ordered/purchased without sufficient budget or authorization are subject to being billed directly to the individual who ordered the item. College staff (with the exception of the Vice President, Business Affairs, and the President) should never sign a contract, amendment, agreement, attachment, etc.
3. Prior to final approval of expenditure, the cost center manager must determine that funds are available. The cost center manager will review the budget and year-to-date expenditures. If it is determined that the funds are not available within a specific cost center, then it will be necessary for the cost center manager to secure the funds and process a budget amendment to ensure that the required funds are available in the cost center for the desired purchase. For restricted/grant funds, it must be determined to be allowable under the funding source prior to processing an expenditure.
4. The expenditure of public funds requires the exhibition of fiduciary care to ensure that limited resources are used for the maximum benefit. To expend funds, various rules exist to ensure that expenditures are restricted by many factors, depending on what is being bought, the dollar amounts involved, and the authority of the person authorizing the expenditure.
5. All procurement documentation is saved with the requisition and/or purchase order transaction.

**B. General Purchasing Guidelines**

1. Purchasing questions: The Purchasing Department is to be contacted if assistance is needed in obtaining goods or services. The Purchasing Department will maintain a wide variety of current reference materials, contact with reputable vendors, and information on the Florida Department of Management Services state term contracts. The Purchasing Department reserves the right to combine purchases and/or secure like goods from another vendor.
2. Office supplies: All office supply orders are purchased online through previously approved supplier websites. Those suppliers are currently:
  - 1) Office Depot, using their website: [www.odpbusiness.com](http://www.odpbusiness.com)
  - 2) Staples, using their website: [www.staplesadvantage.com](http://www.staplesadvantage.com)
  - 3) Southeast Office Products & Paper, using their website: [shop.southeastofficeproducts.com](http://shop.southeastofficeproducts.com)

Each of these suppliers received an award through a formal bid process. This helps ensure competitive pricing, getting the best value for our expenditure. Comparison shopping between these suppliers is encouraged. Purchases made using any of these suppliers are to be made with a College P-card.

3. Gasoline purchases: All purchases of gasoline should be made via the Wex Card as the college is able to avoid paying the tax included in the price of gasoline. College employees needing to purchase gasoline for college vehicles or vehicles rented for a college purpose should contact the Purchasing Department. WEX cards are available for checkout through the Purchasing Office by College staff/employees for rental vehicles for approved travel.
4. Procurement cards: Employees using a P-card should refer to the separate guidelines for use of a college P-card. The P-card guidelines can be found on Piratenet. All purchasing guidelines need to be followed in this procedure as the P-card is truly just a different means of acquisition and payment of goods and services where the rules still need to be followed. The separate P-card guidelines outline common questions and situations that arise when using a College P-card.
5. Professional and/or consulting services: Each PR/AP to an individual for professional and/or consulting services requires a contract to be signed where deliverables are identified. Vendor-prepared contracts can be submitted for review, or there are generic contract templates available for use under Legal Services on Piratenet. An IRS Form W-9, Request for Taxpayer Identification Number and Certification, is required if it is not already on file with the College. All contracts are subject to review by Legal Services and may only be executed in accordance with College Policy 6Hx20-1.011. Executed contracts can serve as support for PR/AP procurements. Reimbursable expenses made to students are not considered services that require a W-9.
6. Tax-exempt status: As a state of Florida educational institution, the college is exempt from Florida state sales tax. The College's Certificate of Exemption is available in the Purchasing and Accounting departments, as well as online in Piratenet. State of Florida sales tax expenditures will not be reimbursed unless circumstances dictate the necessity and are approved by the Comptroller or the Vice President of Business Affairs.

Conflict of interest: No college employee shall solicit or accept anything of value from a current or prospective supplier for personal gain. In accordance with F.S. 112, Part III (Code of Ethics for Public Officers and Employees), no college employee shall, while acting in a private capacity, rent, lease or sell realty, goods or services to the college without first obtaining the approval of the president.

7. When considering vendors for any purchase, college employees shall not recommend or do business with a vendor who donates funds, goods, or services solely because of their donor status. Employees should always strive to purchase items and services at the best value (lowest cost for the quality level needed). Transactions of \$10,000 or more with major donors (business entities that have donated or plan to donate more than \$10,000 in a calendar year to the College or the PSC Foundation, Inc., or the WSRE Foundation) must include documentation justifying the value of the transaction. The PSC Foundation shall provide the Purchasing Department with a list of major donors annually.

Employees working with or on any College grants will sign a Conflict of Interest form in accordance with PSC Procedure 549 to certify the lack of any potential conflicts of interest. The Purchasing Director will be informed of any identified conflicts that may impact purchasing decisions.

8. Use of local vendors: It is to be recognized that vendors located in the college's service district are generally more responsive to service/repair needs of the college, and this should be given consideration when selecting a vendor as long as cost, quality, availability, and service are generally equivalent.
9. Gift cards; purchase of gift cards or items to be given as prizes or incentives: The purchase of gift cards and/or items to be given as prizes or incentives must be supported by the signature(s) of the recipient(s) on acknowledgement receipts. Acknowledgement receipts can be created by the cost center manager paying for the gift card/prize/incentive to describe what is being given to whom, to support the expenditure of college funds. Gift cards or other items to be given as prizes should not be given to college employees without the pre-approval of the Vice President for Business Affairs or the Comptroller.
10. Vendors (including consortia fiscal agents) obtained to provide recruitment or admission activities for students and programs eligible for Title IV aid cannot be paid based upon numeric outcome measures.
11. Uniforms (or any apparel) must be purchased using a requisition/purchase order and be approved by the Comptroller or Vice President for Business Affairs. The names of individuals to receive the uniforms or apparel must be presented in support of said purchases.
12. The purchase of stamps is not authorized without prior approval from the VP of Business Affairs or Comptroller, as mail should be mailed through the College mail room. For overnight delivery services, contact the receiving department as the College has an account with FedEx.

#### Expenditure Authorization

13. Cost center managers must authorize all expenditures from the cost centers under

their responsibility, regardless of the procurement method (purchase requisition, ad hoc payment, or P-card/electronic payment).

14. In accordance with Policy 6Hx20-1.011 and all other procurement laws and rules, contracts can only be executed by either the President or the Vice President of Business Affairs.
  
15. Additional approvals for specific types of expenditures are required and summarized in the following table:

Type of Expenditure	Other Approvals Required
Grant expenditure	Accounting Grant Manager
College logo, printed materials, advertising, etc.	Marketing & Communications
Contracts, leases	VP for Business Affairs
Computer or computer related hardware and software components or installation	IT Department
Institutional memberships	President
Reimbursements to self	Supervisor's signature

C. Competitive Purchasing rules: Informal purchases between \$15,000 and \$64,999

Unless waived by the Director of Purchasing or the Vice President of Business Affairs, the following is required in order to ensure the college pays the least to get the most:

1. **Telephone quotations:** Purchases of items costing \$15,000 up to \$25,000 must have evidence of at least two telephone quotations attached to the expenditure unless exempt from the competitive bidding process (see listing of exemptions in II.F.1). Originating department staff will obtain telephone quotes from two or more qualified firms. Documentation of the firm name, contact person, telephone number, and the amount quoted must be attached to the purchase requisition.
  
2. **Written quotations:** Purchases exceeding \$25,000 but less than \$65,000 must have at least three vendor-submitted written quotations on file unless exempt from the competitive bidding process (see listing of exemptions in II.F.1).
  - a. Under direction from the Director of Purchasing, the Purchasing Department staff will coordinate the written quote process by assisting originating departments with qualified vendor names/addresses, written specification development assistance, and by handling all written communications with vendors. All written quotations must be submitted to the Purchasing Department directly from the vendors.

- b. Final authority for vendor selection shall remain with the Purchasing Department. The Purchasing Director or the Vice President of Business Affairs may waive one written quote if the item or services are deemed to have a limited number of interested vendors.
  - c. Purchasing Department staff will then forward the results to the originating department for consideration
- D. Competitive Purchasing Rules: Formal purchases over \$65,000
- 1. In the absence of one of the following exemptions established by State Board of Education Rule 6A-14.0734, expenditures exceeding \$65,000 must be competitively bid by the Purchasing Department:
    - a. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, videotapes, disc or tape recordings or similar audio-visual materials, graphic and computer-based instructional software;
    - b. Library books, reference books, periodicals, and other library materials and supplies;
    - c. Purchases at the unit prices in or contract prices established through competitive solicitations by any unit of government established by law or buying cooperatives;
    - d. Food;
    - e. Services or commodities available only from a single or sole source;
    - f. Professional services including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.;
    - g. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data, and shall also include personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan;
    - h. Single source procurements for purposes of economy or efficiency in standardization of materials or equipment;
    - i. Items for resale;
    - j. In addition to the above exemptions per Rule 6A-14.0734(2), F.A.C., the following purchases are exempt:
      - i. Respect of Florida, Established in 1974 through s. 413.036, Fla. Stat. It is a nonprofit agency of the State of Florida Commission for Purchase from the Blind or Severely Handicapped.
      - ii. PRIDE, Prison Rehabilitation Industries and Diversified Enterprises, Inc., authorized by the Florida Legislature in 1981.
  - 2. Purchases exceeding the amount as specified in s. 287.017, Fla. Stat., Category Five, will require approval by the Board of Trustees, except for those requisitions for items that are exempted from the three-bid requirements in accordance with Rule 6A-14.0734(2)(a) through (h), F.A.C.;

3. When the competitive offers are solicited formally and only one responsive offer is submitted, the college may purchase such products or services under the best terms it can negotiate.
  - a. Sole-source Purchases: In requesting purchases which are considered to be available only on a non-competitive or single-source basis, written justification shall be forwarded to the Director, Purchasing. Documentation, when available from the manufacturer or service provider, shall be submitted along with the memorandum of justification for the selection of such non-competitive or single-source commodities or equipment.
  - b. Failure to provide adequate justification or documentation pertaining to requests for purchases may result in delays or disapproval of the requested non-competitive or single-source purchases.
4. In order to obtain more favorable pricing, etc., the Purchasing Office may solicit additional quotations, proposals, or bids in that the final selection of the vendor, for any order process, shall remain the authority of the Purchasing Office. The department shall be notified as to the name of vendor(s) added in the event that such addition(s) result(s) in a change of vendor(s) for the desired purchase.
5. Requisitions for Emergency or Express Purchase Orders
  - a. The President or the Director, Purchasing, shall have the authority to issue emergency or express purchase orders for requisitions involving emergency situations, or for requisitions for purchases of an urgent, critical, or essential nature. Emergency or express requisitions should be limited to true emergency situations involving threats to health, safety or life, or circumstances in which considerable detriment to successful College operations would occur in the absence of an emergency or express order process.
  - b. In the event of the need for an emergency purchase order, the total of which is expected to exceed the amount as specified in s. 287.017, Fla. Stat., Category Three, the President (or designee) may seek waiver of bidding requirements in compliance with Policy 6Hx20-5.003 and Rule 6A-14.0734(3), F.A.C.
  - c. Failure to anticipate normal needs or project deadline dates or a desire to expend excess or remaining budgeted funds prior to year-end does not constitute an emergency.
6. Record Management
  - a. Federally Funded Purchases need to meet the requirements in this procedure as well as procedure 543- Federal Grant Purchasing.
  - b. Goods and/or services that are eligible for exemption only require competitive price bargaining. Requisitions and purchase orders utilizing an exemption require the exemption to be identified.
  - c. Contracts that are piggy-backed require a copy of the referenced contract behind the procurement transaction in the College ERP.
  - d. The following tiers are goods and or services purchased that are not exempted items:
    - i. Purchases between \$0 - \$14,999 require a minimum of one quote to establish pricing.
    - ii. Purchases between \$15,000 - \$24,999 require a minimum of two

quotes to establish pricing. Quotes may be telephone quotes provided that there is documentation of the company name, company contact person, telephone number, and the amount quoted must be attached to the purchase requisition.

- iii. Purchases between \$25,000 and \$64,999 require a minimum of three written quotes to establish pricing.
- iv. Purchases over \$65,000 must follow procedure 511- Sealed Bidding for the required record management process.

Responsible Official: Director, Purchasing	
President's Signature: 	Date: 12/01/2025