

## **Purchasing Procedures**

Purchases of \$500 or less will be made in accordance with generally established responsible purchasing practices.

On purchases above \$500, check to see if the desired item is available through New York State contract. Website is [www.ogs.state.ny.us](http://www.ogs.state.ny.us). If so, proceed to the request purchase instructions below and include the state contract information. Consult the purchasing office if additional assistance is needed with state contract purchasing. If the item or service is not available through State Contract, follow procedures below.

If over \$500 and under \$2000, documentation of at least 3 quotes from responsible vendors must be included (attached) with the requisition. The quotations may be in writing or via telephone or Internet. Telephone quotes must be documented by using the request for quotation form, also found on the TC3 website. Purchases above \$2000 and under \$10,000 require at least 3 written quotes from responsible vendors.

Purchases exceeding \$10,000 (\$20,000 for Public Works) require a formal sealed bid process which requires varying lead times depending on circumstances and nature of purchase. Purchasing Office will assist with this process.

To **request a purchase**, complete a purchase requisition form. Form is found on the TC3 website – go to Faculty/Staff – Forms – Budget and Finance – Purchase Requisition. The form should include vendor, purchase description, department and object codes, and needs to have budget/department manager's signature. Purchases over \$500 require a Dean's signature.

Submit paperwork (requisition with documentation/quotes attached) to the Purchasing Office for processing and for the order to be placed. Please account for lead time required to process the requisition. The standard lead time required between requisition and purchase order is two weeks. Once a purchase order is generated, a copy will be sent to the requestor for their records, and for the requestor to reference (the purchase order number) when authorizing payment of the invoice.

**Invoice Payment/Authorization:** When an invoice is received against an open purchase order, the requester/budget manager must promptly complete a blue payment voucher (available from the Budget and Finance office), **reference the PO #**, and return all to Accounts Payable for processing. If a purchase requisition/check request form has not been submitted and purchase order has not been issued prior to receipt of an invoice, the form is required at the time of submission of invoice or pre-payment request.

Please contact the Purchasing Office for assistance, or with any questions – [cavenek@TC3.edu](mailto:cavenek@TC3.edu) or ext. 4310.

**For more detailed information and policies, consult the TC3 website - Faculty/Staff – Forms – Budget and Finance - Administrative Manual – Purchasing.**