

COUNTY COLLEGE OF MORRIS	
Business and Finance Division Policies and Procedures Manual	
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General

Purchasing shall be conducted in a legal, ethical and efficient manner with the necessary controls to ensure compliance with the statutory requirements and adherence to the policies and procedures of the college. The college's Purchasing Department is also guided by instructions published in the Datatel, Inc. manual. The manual explains how to use the Purchasing (PU) module to requisition, order and receive goods and/or services and provides step-by-step instruction for performance of the tasks using the Colleague software. The current manual may not contain all the procedures as new ones continually evolve, therefore, it is necessary to continually communicate with the Information Systems Department for updates.

Policy

The goods and services used by the college shall be procured through the Purchasing Department. The Manager of Purchasing, the Vice President for Business and Finance and the President are the only three contracting agents authorized to conduct purchasing on behalf of the college unless otherwise directed by the Board of Trustees. All purchases are governed by the County College Contracts Law and the Policies and Procedures promulgated by the Board of Trustees and the Division of Business and Finance. The following policies impact the procurement process and must be considered prior to initiating an online requisition: 09.03 Purchasing, Price Quotes Requirement; 09.04 Advertised Bidding; 09.12 Emergency Purchases, Exemptions from Advertised Bidding Requirements.

Authority

Vice President for Business and Finance

Responsibility

Manager of Purchasing
Buyer(s)
Secretary II

Procedure

This procedure describes the step-by-step instruction used by the Purchasing Department to process a purchase requisition into a purchase order using Colleague, the comprehensive administrative system designed specifically for higher education institutions. The County College of Morris uses the Financial System (CF) Application and the Purchasing Department uses the Purchasing Module (PU), which utilizes screens for selecting functions and entering

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or retrieving the required data. The data is stored in the integrated database and directly controls the "status" of any purchase requisition. If the data indicates an "Approval(s)" is missing, the requisition will have the status of "Not Approved." Likewise, if there are insufficient funds in a particular account code, the status will be "In Progress." In either case, the requisition will remain online and will not print out in the Purchasing Department until the status changes to "Outstanding." Once a purchase requisition goes to "Outstanding" status, the following procedures take place:

A. Operating steps for the processing of purchase requisitions.

1. All purchase requisitions with an "Outstanding" status are printed daily using the RQPT process found in the menu under Processing.
2. The department secretary date stamps all printed purchase requisitions.
3. The department secretary screens all requisitions for:
 - a. Those to be sent to Accounting for a check enclosed payment (see Policy and Procedure 03.10 Check Request Procedure).
 - b. Services provided by the contracted food service vendor.
 - c. Library materials to include without limitation all printed or published matter, audio/video and other materials of a similar nature including specialized library services.
 - d. Those matching back-up material sent by the initiating department.

NOTE: Educational supplies, books and articles purchased by the college Bookstore for resale to students and others are ordered independently by this department (N.J.S.A. 18A:64A-25.5(a)(21).
4. The Manager checks all requisitions for the following:
 - a. Appropriate account code paying particular attention to new versus replacement goods. Grant account codes shall be properly identified by name.
 - b. Determines if the goods and/or services need to be quoted or bid. See also Policy and Procedures 09.03 Purchasing, Price Quotes Requirement, 09.04 Advertised Bidding, 09.12 Emergency Purchases, Exemptions from Advertised Bidding.
 - c. Purchases exceeding the bid threshold promulgated by law are submitted to the Board of Trustees for approval at their regularly scheduled monthly meeting. Of particular importance are the purchases for goods subject to "aggregation." (See N.J.S.A. 18A:64A-25.3).
 - d. All purchases for professional services, insurance and consultants shall be submitted to the Board of Trustees for approval regardless of the cost involved.

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- e. Purchase requisitions that can be processed immediately are given to the Purchasing staff for action. All vendor addresses will be checked for currency and correctness using the VEND process found in the menu under Maintenance. New vendors must be brought to the attention of the Purchasing Department and all relevant information shall be provided in the "Printed Comments" field to include correct company name, address, contact, telephone number, fax number, EIN number for professional services, and a social security number for self-employed individuals.
5. The Purchasing staff will verify the accuracy and completeness of instructions to the vendor that are found in the Printed Comments field of the purchase requisition. The initiator of the requisition must include the following:
- a. CCM contact name.
 - b. CCM contact's telephone number.
 - c. Department and delivery room number.
NOTE (1): If a department has multiple sections, the craft must be identified; e.g., Plant and Maintenance, Building & Grounds.
NOTE (2): The above information must be separated from the remaining information by a line of dots, asterisks, etc. for clarity of delivery instructions.
 - d. Vendor quote numbers and/or dates must be provided. The original quote must be forwarded via interoffice mail to the Purchasing Department with the requisition number noted in the top right hand corner of the supporting documentation.
 - e. Purchases authorized as a result of either a state cooperative or consortium contract shall identify that particular contract.
 - f. Purchases that have been previously Board approved must so state.
 - g. Extraordinary information; i.e., proprietary products and sole source vendors, shall also be duly noted in this section.

NOTE: While the "Comments" field was designed for justifying particular purchases to approvers, this field does not print out on the purchase requisition. It has become a standard practice to put justifications in the "Printed Comments" field. Purchasing, therefore, is responsible for editing the purchase requisition prior to turning it into a purchase order. If a rewrite of the justification is necessary or the requisition cannot be reconciled with the supporting documentation, Purchasing will route the purchase requisition back to the initiator for clarification and correction and reapproval by that department.

6. After the requisition has been thoroughly checked and corrections made where necessary, it becomes a Purchase Order by using the POEM process found in the menu under Maintenance. The Purchase Order Number is electronically generated by Datatel. Purchase Orders are then signed by the Manager and faxed and mailed to the vendor(s). The Purchase Orders are filed sequentially by number in the Purchasing Department and kept for an additional fiscal year.