



College of The Albemarle Policy

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Title: Procurement Systems

Related Policy and Procedures:

Division of Responsibility: Division of Business and Administrative Services

POLICY

Ethics

Ethical practices are critical in the public purchasing process. Laws and rules govern the process, but employees are responsible for abiding by those laws and upholding established standards of conduct. Problems must be detected early and safeguards provided at all levels. The slightest indication of impropriety – or even the perception of it – can damage credibility and delay operations.

- **Integrity:** Fairness and impartiality in all phases of the process are essential. Competition – and all interaction among vendors and purchasers – must be open, honest, and objective. Favoritism is not acceptable or allowed; all parties must be given equal consideration.
- **Conflict of Interest:** Employees must disclose any potential conflict of interest related to the purchase of equipment, materials, goods, or services. Except in very unusual circumstances, the college will not purchase from an employee, an employee's immediate family, or a business in which an employee or an employee's family has an ownership interest. If an exception is necessary, the appropriate office must submit a written disclosure of the transaction along with the purchase requisition.
- **Responsibility:** Any employee responsible for purchasing that does not comply with College of The Albemarle's policies and North Carolina laws will be subject to disciplinary action by the college or the state. (See G.S. 143-Article 3.)

College of The Albemarle will follow laws, rules, and regulations provided for in the N.C. General Statutes, North Carolina Community College System Purchasing Manual, State Board of Community Colleges Code, and by the N.C. Division of Purchase and Contract related to purchasing and inventory. The Business and Administrative Services Division is responsible for ensuring compliance with these laws, rules, and regulations. Information about the college's purchasing delegation is listed below.



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PURCHASING THRESHOLDS

Equipment

Equipment items are those that have a unit cost of \$5,000 or more, are not consumed by normal use, and have a useful life for more than 24 months. An item of equipment to be ordered will fall into one of the following categories

1. Items on state contract that can be ordered directly from the vendor, subject to any restrictions on the contract certification. Contract certification is a document used by the Department of Administration Purchase & Contract and Statewide IT Procurement Office to inform a vendor and COA that a bid has been awarded
2. Orders for non-contract items which are less than \$25,000 do not require any competitive quotes.
3. Orders for non-contract items which total more than \$25,000 to \$50,000; may be placed by securing three (3) competitive written quotes. When the low quote is not satisfactory, proper documentation is required and maintained as to the reason for non-compliance for a period of 5 years.
4. Orders for non-contract items which total more than \$50,000.00 must be requisitioned to the N.C Division of Purchase and Contract for competitive bids; upon completion of the bid process, the bid results will be forwarded to the college for review and acceptance.

Supplies

Supply items, including software, are defined as those which are consumed by general use, or generally have a useful life of less than 24 months. General classroom and office supplies, such as paper, pencils, chalk, class roll books, etc., should be obtained from Central Supply at the Elizabeth City campus and from the business or front office at the satellite sites. The college strives to purchase all supplies from state contracts. However, some items are not available from state contracts. A supply item to be ordered will fall into one of the following categories:

1. Items on state contract that can be ordered directly from the vendor, subject to



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any restrictions on the contract certification.

2. Orders for non-contract items to \$25,000 do not require any competitive quotes;
3. Orders for non-contract items which total more than \$25,000 to 50,000; these may be placed by securing three (3) competitive written quotes. When the low quote is not satisfactory, proper documentation is required and maintained as to the reason for non-compliance for 5 years.
4. Orders for non-contractual items which are more than \$50,000 must be requisitioned to the N.C. Division of Purchase and Contract for competitive bids; upon completion of the bid process, the bid results will be forwarded to the college for review and acceptance.

Services

1. Services on state contract that can be ordered directly from the vendor, subject to any restrictions on the contract certification.
2. Orders for services to \$25,000 do not require any competitive quotes;
3. Orders for services which total more than \$25,000 to 50,000 may be placed by securing three (3) competitive written quotes. When the low quote is not satisfactory, proper documentation is required and maintained as to the reason for non-compliance for 5 years.
4. Orders for services which are more than \$50,000 will be posted on Interactive Purchasing System (IPS), evaluated and awarded to the service provider.

Technology

1. Under \$25,000 for a non-contract purchases a quote is not generally required. Securing of competitive pricing is recommended and encouraged.
2. More than \$25,000 for a non-contract purchases must be requisitioned with the Department of Information Technology (DIT) for competitive bids.



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April 2022

Date Approved by Board of Trustees

March 2022

Date of Last Review

April 2014

Date of Last Revision