South Carolina State University
Procurement Policies and Procedures

P	**Purchasing**
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IMPROVING QUALITY AND ASSISTANCE IN PROCURMENT

The Office of Procurement Services' responsibility is to facilitate the procurement objectives of the University in a consistent and orderly fashion, and to foster a high standard of public relations within the University, with suppliers, and the public.

PURPOSE

Our mission is to support University departments by providing professional quality service to procure goods and services necessary for education, research and public service missions. To accomplish this mission the Procurement Office issues purchase orders, solicitations, maintains contracts and assists departments in all procurement matters.

In accordance with Section 11-35-20 of the South Carolina Consolidated Procurement Code, the purpose of the Office of Procurement Services is to:

- Provide increase economy in all purchasing activities and to maximize, to the fullest extent practicable, the purchasing values of funds while ensuring that procurements are the most advantageous to South Carolina State University (SCSU or University), the State, and in compliance with the provisions of the Ethics Government Accountability Act.
- Foster effective broad-based competition for public procurement within the free enterprise system;
- Develop procurement capability responsive to appropriate user needs.
- Ensure the fair equitable treatment of all persons who deal with the procurement system which will promote increased public confidence in the procedures followed in public procurement.
- Provide safeguards for the maintenance of a procurement system of quality and integrity with clearly defined rules for ethical behavior on the part of all persons engaged in the public procurement process.

FOREWORD

These guidelines were developed for use in the acquisition of goods and services based upon the State of South Carolina Procurement Code. These guidelines are applicable to all South Carolina State University Departments.

Contracts and the acquisition of goods or services, which are contrary to the State and University Purchasing rules, may be declared void, unenforceable, and unacceptable. The head of the department and the employee may be personally liable for any cost resulting from their actions if these guidelines are not followed.

All correspondence pertaining to a purchase order involving prices, terms, conditions, delivery, quantity, substitution, complaint, or anything involving a commitment, shall be conducted by the Procurement Office.

The Procurement Office is required by law to obtain competition for the purchase of supplies, equipment and services. The S.C. Consolidated Procurement Code governs the expenditure of all funds regardless of source unless specifically exempted. The Procurement Office will adhere to and abide by the Procurement Code and its implementing regulations.

Organization:

Professional Development: It is the intent of South Carolinas State University to promote and sponsor participation in procurement training and certification of procurement personnel.

Authority: The President or his designee, Director of Procurement, and designated procurement officers are the only persons authorized to the bind South Carolina State University except as delegated under the purchasing card program.

University Certification: The Office of General Services of the Budget and Control Board has certified South Carolina State University to make direct purchases up to $50,000 for goods/services, construction, consultant services and for information technology.

Agency Certification: An agency of the State may make direct procurements above $50,000 which are not under term contracts, if they are certified to do so by the Materials Management Office in accordance with the provisions of the Procurement Code. When seeking certification the agency shall forward such requests in writing to the Materials Management Office and provide its internal Procurement Procedures Manual.

- The Materials Management Office shall conduct a thorough review of the agency's internal procurement procedures for all areas of procurement designated by the code. Subject to the findings of that review, the Materials Management Office may authorize the agency to make direct procurements up to an assigned dollar limit for certain commodities and services. All certified procurements shall be subject to the appropriate provisions of the code and regulations, especially regarding competitive procurement methods, non-restrictive specifications, and audit requirements and findings.

Ethics:

Ethical Standards:

South Carolina State University adheres to the Code of Ethics as adopted by the National Association of Educational Buyers:

1. To give first consideration to the objectives and policies of the institution.

2. To strive to obtain the maximum ultimate value of each dollar of expenditure.

3. To cooperate with trade and industrial associations, governmental, and private agencies engaged in the promotion and development of sound business methods.

4. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.

5. To decline personal gifts or gratuities.

6. To grant all competitive bidders equal consideration, to regard each transaction on its own merits, to foster and promote fair, ethical, and legal trade practices.

7. To use by consent original ideas and designs devised by one vendor for competitive purchasing purposes.

8. To be willing to submit to arbitration on any major controversies.

9. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

10. To cooperate with peers and promote a spirit of unity among them.

METHODS OF SOURCE SELECTION

- Small purchases
- Competitive Sealed Bidding
- Competitive Sealed Proposals
- Competitive Best Value Bidding
- Sole Source Procurements
- Emergency Procurements
- Information Technology Procurements
- Leasing of Real Property

PROCEDURES FOR DEVELOPING A REQUISITION REQUEST

Requisitions: The requisition form for supplies, equipment and miscellaneous services is the official university document used to initiate a purchase transaction. Access University Forms - Purchase Requisition through www.scsu.edu.

Preparation of Requisitions:

Requisitions - All Purchase requisitions should be entered in the University's Banner Finance System by using the Internet Native Site or the Self Service Site.

Small Purchase Requisitions:

Requisitions $2500.00 or Less:

Small purchases not exceeding $2,500.00 may be accomplished without solicitating competitive quotations if the prices are considered to be fair and reasonable.

Online Requisitions/Approvals:

Enter Requisition in Banner System following procedures in Requisition Processing Handbook.

The initiator/requestor ensures approvals by the appropriate personnel. Such approval(s) must be obtained prior to forwarding requisitions to the Office of Procurement Services. If the requisition is to be charged to a sponsored account, it must be cleared through the applicable research, and/or grants office. The department head in charge of the account(s) supporting the expenditure is responsible for the legitimacy of the expenditure.

Once appropriate approvals have been obtained by authorized personnel, the Office of Procurement Services staff will process the requisition in accordance with established policies and procedures and mail the purchase order to the successful vendor. The purchasing office shall annotate the purchase requisition: Price is fair and reasonable and sign. Such purchases shall be distributed equitably among qualified suppliers. When practical, a quotation will be solicited from other than the previous supplier prior to placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchase not in excess of may more than offset potential savings in detecting instances of overpricing. Therefore, action to verify the reasonableness of the price need be taken only when the procurement officer suspects that the price may not be reasonable, e.g., comparison to previous price paid personal knowledge of the item involved.

Requisitions/Purchases $2500.01- $10,000.00:

Enter Requisition in the Banner system following procedures in Requisition Handbook and Approvals. Then follow procedures in Appendix A on Specification to forward to procurement for solicitation.

Verbal Solicitation of three written quotes from a minimum of three qualified sources of supply shall be made by procurement and documentation of the quotes attached to the purchase requisition/purchase order. The award shall be made to the lowest responsive and responsible sources.

Requisitions/ Purchases $10,000.01- $50,000.00:

Enter requisition in the Banner System following procedures in Requisition Handbook Approval and Appendix A for specification.

Solicitation of written quotes, bids, or proposals shall be made. The procurement shall be advertised at least once in the South Carolina Business opportunities publication or through a means of central electronic advertising as approved by the Office of general Services. A copy of the written solicitation and written quotes shall be attached to the purchase requisition/purchase order. The award shall be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offeror.

Requisitions/State $50,000.00 and Above:

Purchases exceeding $50,000: Purchases exceeding $50,000 will be forwarded to State Procurement for processing. The University Procurement Office will prepare the requisition, attach specifications and forward.

The State Requisition Number will be changed to University purchase order number after award.

Requisition for Sole Source:

All sole source purchase requests must be submitted to the Office of Procurement Services along with a requisition. The Office of Procurement Services will process and forward to the President, the Senior Vice President for Financial Affairs and MIS or his designee to seek approval.

Enter Requisition in Banner Finance System by following Procedures in Requisition Handbook, approvals then see form for sole source justification at www.scsu.edu University forms (Forward to Procurement)

Sole Source Procurements:

A contract may be awarded for a supply, service, or construction item without competition when, under regulations promulgated by the board, the chief procurement officers, the head of a purchasing agency, or a designee of either officer, above the level of the procurement officer, determines in writing that there is only one source for the required supply, service, or construction item. These regulations must include the requirements contained in this paragraph. Written documentation must include the determination and basis for the proposed sole source procurement. Any delegation of authority by either the chief procurement officer or the head of a governmental body with respect to sole source determinations must be submitted in writing to the materials management officer. In cases of reasonable doubt, competition must be solicited. Any decision by a governmental body that a procurement be restricted to one potential vendor must be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need. Any violation of these regulations by a purchasing agency shall, upon recommendation of the Office of General Services with approval of the majority of the Budget and Control Board, will result in the temporary suspension not to exceed one year of the violating agency's ability to procure supplies, services, or construction items under this section.

Requisition for Emergency

Enter request in the Banner System (time permitting) following procedures in requisition handbook, approvals then see form for Emergency justification. www.scsu.edu University forms.

11-35-1570. Emergency Procurements

Notwithstanding any other provision of this code, the chief procurement officer, the head of a purchasing agency, or a designee of either officer may make or authorize others to make emergency procurements only when there exists an immediate threat to public health, welfare, critical economy and efficiency, or safety under emergency conditions as defined in regulations promulgated by the board; and provided, that such emergency procurements shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. All emergency purchases must be approved by the President, Senior Vice President for Financial Affairs and MIS or his designee.

NOTE: FAILURE TO ANTICIPATE A REQUIREMENT DOES NOT CONSTITUTE AN EMERGENCY UNDER THE PROVISIONS OF THE SOUTH CAROLINA PROCUREMENT CODE.

Consultant Services Requisition

Enter requisition in the Banner system following procedures in requisition handbook and approvals.

Consultant Services – Consultant services shall be obtained using the small purchase or competitive purchasing procedures as appropriate unless specifically exempted by the Procurement Code. Consultants perform their services on a fee basis, are contracted for a defined period or specified project and generally produce written reports during and at the end of their services. Competition, a critical element in the procurement process, will be maximized in the solicitation phase of the procurement. Departments requesting consultant services should submit a purchase requisition which contains the following information:

-Definition of need

-Expected results from consultant

-Specific qualifications the consultant must possess

-Period services will be needed

-Selection criteria to be used in judging consultant proposals. (In order of importance.)

-Number, type and frequency of reports required

-Payment terms

Consultant Services over $2,500 are generally procured by Request for Proposal and not Invitation for Bid, as cost is often not the primary consideration in selection. (See Educational Related Professional Services.)

Change Order Requisitions

Amendment to Purchase Orders may be processed on Form www.scsu.edu online forms purchase requisition - **Change Order Requisitions/Purchase Orders**

Change Order Requisitions are any alteration in specifications, delivery point, and period of performance, price, quantity, or other provisions of any contract. The Procurement Office is authorized to approve a price change of increase as long as the increase does not exceed 10% of the total cost. (Does not apply to restricted funds). All change orders on restricted funds will be communicated with the responsible person). If the price increase is more than 10% of the total order, the authorization of shipment will be made by the requestor to the Office of Procurement Services by telephone or written confirmation. If the 10% increase causes the price to exceed the small purchase amount

then transaction is subject to the bid process. Procurement is not authorized to make any other changes without written approval from the requestor and Vice President. Any changes made that are not in accordance with change order policy will be considered unauthorized, and must be approved by the Senior Vice President for Financial Management and MIS, the President or his designee.

To Change a Purchase Order: Generally, the Procurement Officer must issue a "Change Order" document to materially change a purchase order that has been issued and requires alteration. Any change in price, quantity, quality or delivery to most purchase orders must be made by Procurement. The Change Order is the method used by Procurement to make Purchase Order changes. The Change Order request, regardless of the method sent, should be approved or signed by the same approval authority or higher that approved or signed the original **Requisition/Request.**

Cancellations: The requesting department must notify Procurement if they are notified of a cancellation to a Purchase Order. Include the identifying purchase order number, vendor name, reason for cancellation, your department and account number(s). Cancellations must be fully coordinated with the vendor to ensure that canceled items are not subsequently received. Some cancellations could result in a penalty and a charge to the department.

Increase/Decrease: If your department is advised that a per item price change for one or more items will increase or decrease the dollar amount committed, a change to the purchase order is required and Procurement must be notified. List the changes, referencing the item and line number and new total dollar amount. Blanket Purchase Agreements/Orders may be increased/decreased in the same manner when the requesting departments determine it is necessary. If your department is advised that a per item price change for one or more items will increase or decrease the dollar amount committed, a change to the purchase order is required and Procurement must be notified. List the changes, referencing the items and line number and new total dollar amount.

Description: Whenever a description, model number, color, size, etc., needs to be changed notify Procurement with the correct description.

Other Changes: If you are authorized to pick-up or receive material or supplies and you or the vendor substitutes or in some other manner changes what the Purchase Order states, you must contact your Procurement Officer. If in any case a vendor offers a change and you accept, without authority from the Procurement Office, your actions may result in an **"unauthorized procurement" situation.**

Contract Requisitions: the responsibility and authority to sign rental maintenance agreements, or other contract documents is delegated to the University's Legal Department. Unauthorized personnel who sign contracts which commit the University may be assuming personal liability for the commitment (other contracts i.e. personnel services, lease/operating capital) purchase order (contract) will be signed by the Director of Procurement Services or his designee.

Printing Service Requisitions: enter requisition in the Banner system following procedures and requisition handbook and approvals then follow procedures on printing specification sheet www.scsu.edu University Forms and forward to Procurement for solicitation if over $2,500.00.

In-State Conference Facilities Requisition

Procurement of In-Sate Conference Facilities: The State Budget and Control Board approved an exemption from procurement procedures for the acquisition process for conference facilities on the condition that established guidelines resulting in a greater geographical spread of conference sites in-state are followed.

- The guidelines must be followed when selecting conference facilities for which expenditures of state funds are involved.
- Conference planners are encouraged to use South Carolina State Parks which offer conference facilities.
- Conference facilities include, but are not limited to:
    - lodging;
    - food/beverage services;
    - audio visual services; and
    - meeting space

- Any service provided by the hotel/motel to which a fee is attached is considered in the definition of conference facilities.
- Conference facilities do not include contractual services.
- These procedures shall apply to all hotel/motel facilities regardless of what the gathering is called, e.g., meeting, seminar, conference, workshop, retreat, etc.

The following procedures apply to the procurement of in-state conference facilities:

- A conference planner, who is an employee of SCSU, shall be designated prior to contacting potential conference facilities.
- Whenever possible, the conference site should be changed from those used for previous conferences.
- This change applies to both the geographical area and the particular hotel or motel.
- South Carolina State Park facilities should be considered whenever they meet conference requirements.
- A minimum of two hotels/motels shall be contacted in at least two different cities of the state.
- A written documentation of the site selection shall be made on the Justification for In-State Conference Site Selection Form.
    - This determination must be retained in the conference file.
    - The entire file is subject to external audit by the Materials Management Office's Audit and Certification staff.

-South Carolina State Park facilities should be considered whenever they meet conference requirements.

- A minimum of two hotels/motels shall be contracted in at least two different cities when the conference is to be held in a different city than one in which the agency's central office is located. If the conference is to be held in the same city in which the agency's central office is located, a minimum of two hotels/motels shall be contacted in that city.

- A written determination of the site selection must be made by the using department on the **Justification for Conference Site** Selection Form **(MMO Form #138) – Appendix 16.** This determination must be retained in the using department's files for audit by the Material Management Office's Audit and Certification Team. Departments are not to discard this determination. Conference Site expenses may be paid for by sending a **Expenditure Authorization (Appendix 4),** a invoice from the site and a completed copy of the **Justification for Conference Site Selection Form (MMO Form #138**) to Accounts Payable. **(See DPM #15, Appendix 4)**

- See here for examples of conference situations for use in determining whether these procedures apply.

Blanket Order Purchase Requisitions enter requisition(s) in the Banner system following procedures in requisition handbook and approvals Procurement will establish Blanket Purchase Agreement.

A. Authority.
Small Purchases (under $50,000 shall be made as provided in Section 11-35-1550, with fractions of dollars rounded up, e.g., a purchase of $2,500.01 shall be treated as a purchase of $2,501.00

B. Establishment of Blanket Purchase Agreements.

(1) General. A blanket purchase agreement is a simplified method of filling anticipated repetitive needs for small quantities of supplies or services by establishing "charge accounts" with qualified sources of supply. Blanket purchase agreements are designed to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual purchase documents.

(2) Alternate Sources. To the extent practicable, blanket purchase agreements for items of the same type should be placed concurrently with more than one supplier. All competitive sources shall be given an equal opportunity to furnish supplies or services under such agreement.

(3) Terms and Conditions. Blanket purchase agreements shall contain the following provisions:

(a) **Description of agreements –** a statement that the supplier shall furnish supplies or services, described therein in general terms, if and when requested by the Procurement Officer, or his authorized representative, during a specified period and within a stipulated aggregate amount, if any. Blanket purchase agreements may encompass all items that the supplier is in a position to furnish.

(b) **Extent of Obligation –** a statement that the State is obligated only to the extent of authorized calls actually placed against the blanket purchase agreement.

(c) **Notice of individuals authorized to place calls** under the agreement, identified by organizational component, and the dollar limitation per call for each individual shall be furnished to the supplier by the Procurement Officer.

(d) **Delivery tickets –** a requirement that all shipments under the agreement, except subscriptions and other charges for newspapers, magazines, or other periodicals, shall be accompanied by delivery tickets or sales slips which shall contain the following minimum information:

(1) name of supplier;
(2) blanket purchase agreement number;
(3) date of call;
(4) call number;
(5) itemized list of supplies for services furnished;
(6) quantity, unit price, and extension of each item less applicable discounts (unit price and extensions need not be shown when incompatible with the use of automated systems, provided that the invoice is itemized to show this information); and
(7) date of delivery or shipment.

(e) **Invoices -** one of the following statements:

(1) A summary invoice shall be submitted at least monthly or upon expiration of the blanket purchase agreement, whichever occurs first, for all deliveries made during the billing period, identifying the delivery tickets covered therein, stating their total dollar value, and supported by receipted copies of the delivery tickets; or

(2) An itemized invoice shall be submitted at least monthly or upon expiration of the blanket purchase agreement, whichever occurs first, for all deliveries made during the billing period and for which payment has not been received. Such invoices need not be supported by copies of delivery tickets.

(3) When billing procedures provide for an individual invoice for each delivery, these invoices shall be accumulated provided that a consolidated payment will be made for each specified period; and the period of any discounts will commence on final date of billing period or on the date of receipt of invoices for all deliveries accepted during the billing period, whichever is later. This procedure should not be used if the accumulation of the individual invoices materially increases the administrative costs of this purchase method.

(4) An invoice for subscriptions or other charges for newspapers, magazines, or other periodicals shall show the starting and ending dates and shall state either that orders have been placed in effect or will be placed in effect upon receipt of payment.

C. Competition Under Blanket Purchase Agreement.

Calls against blanket purchase agreements shall be placed after prices are obtained. When concurrent agreements for similar items are in effect, calls shall be equitably distributed. In those instances where there is an insufficient number of BPA's for any given class of supplies or services to assure adequate competition, the individual placing the order shall solicit quotations from other sources.

D. Calls Against Blanket Purchase Agreement.

Calls against blanket purchase agreements generally will be made orally, except that informal correspondence may be used when ordering against agreements outside the local trade area. Written calls may be executed on State Purchase Order Form. Documentation of calls shall be limited to essential information. Forms may be developed for this purpose.

Evaluation or Trial Purchases: If you need a sample for evaluation or desire to purchase material on a trial basis, regardless of the cost, (and unless otherwise specifically exempted) you must request and obtain a purchase order prior to ordering from the vendor. If your request is under $2,500 and you chose to keep the material, it will be purchases on the evaluation/trial purchase order. If your request is over $2,500 and has no prior competition, nor qualifies as sole source, the material will need to be returned to the vendor at the end of the trail period. If the trail evaluation is favorable and your department desires to purchase the item (s), normal procurement procedures apply. Note on your **Requisition/Request** the vendor terms of the evaluation, including the period and any shipping costs. Example: thirty-day free trial. It is the department's responsibility to notify Procurement at the end of the trial/evaluation. If the material or sample is consumed in the test/evaluation, payment must be made, unless the vendor agreed to provide it at no cost. Evaluation/trial purchases not handled in accordance with this procedure are considered unauthorized purchases.

Drug-Free Workplace Act: **The Drug -Free Workplace Act requires that persons receiving a grant or contract from a state agency for goods, construction, or services for a stated or estimated value of fifty thousand dollars or more certify to the using agency that it will provide a drug-free workplace.**

- **The act applies to all procurements including sole, source, and emergency.**
- **The purchasing office will be required to obtain the certification prior to finalizing the purchase order.**
- **IFBs and RFPs will include a statement to obtain the necessary certification.**
- **Sole source and emergency procurements will include certification.**
- **Certification will be obtained prior to allowing the vendor to perform.**
- **The act is included as part of these procedures.**

Freedom Of Information Request: **All requests for information under the Freedom Of Information Act will be made in writing. All requests for information under the Freedom Of Information Act will be referred to the Director of Procurement Services.**

- **This does not include routine requests for information on bid awards. The information announced at bid openings is considered to be public information.**
    - **If a vendor wants to obtain copies of all bids/proposals, etc. it will be considered a request for information under the Freedom Of Information.**
- **The administrative charge is $0.25 per copy payable in advance.**

Delegation of Authority

Unauthorized Procurements: The ratification of an act obligating the State in a contract by any person without the requisite authority to do so by an appointment or delegation under the Procurement Code rests with the Division of General Services. It is prohibited for a procurement officer to ratify such acts.

1.) Ratification by a Governmental Body:
The Division of General Services hereby delegates authority to notify such acts to the head of the governmental body responsible for the person committing the act when the value of the contract is within the dollar limits designated by the Division of General Services for that governmental body.

2.) Ratification by a Governmental Body:

The Director of the Division of General Services hereby delegates authority to ratify such acts other than those applicable in Item 1 above to the Materials Management Officer up to $50,000.00

3.) **Corrective Action and Liability:**
In either case referred to in Items and 2 above, the head of the governmental body shall prepare a written determination as to the facts and circumstances surrounding the act, what corrective action is being taken to prevent reoccurrence, action taken against the individual committing the act, and documentation that the price paid is fair reasonable. If the price paid is unreasonable, the individual may be held pecuniary for the difference.
The provisions of these regulations apply to every delegation of authority by The Chief Procurement Officers or the head of the governmental body.

Unauthorized Purchases: An unauthorized purchase (procurement) is defined as the obligation of payment for goods and services made by any person without the authority to do so by an appointment or delegation under the provisions of the South Carolina Consolidated procurement Code and SCSU guidelines.

- Procurement officers are expressly prohibited from ratifying such acts.
- The President may ratify unauthorized purchases within the certified dollar expenditure limits (per transaction) for the agency.
- All unauthorized purchases above SCSU's expenditure limits must be ratified by the Materials Management Officer.
- The following documentation will be assembled by Director of Procurement Services pursuant to ratification of unauthorized purchases by the President or the Materials Management Officer (through the President):
- What corrective action is being taken to prevent recurrence. Action taken against the individual responsible.
- Documentation that the price paid is fair and reasonable.
- If the price is deemed unreasonable, the individual who made the unauthorized purchase may be held pecuniary liable for the difference.

Exempted Purchases: **Under the provisions of Code Section 11-35-710 and subsequent addendum dated March 1, 1983 certain exemptions to the provisions of the Consolidated Procurement Code have been granted.**

- **The Materials Management Office maintains a current listing of all <u>exemptions.</u>**

<u>Direct Expenditure Vouchers</u> are designed for handling and authorizing payments for specific items without the use of the purchase order.

Effective July 5, 2006, The Direct Expense Voucher (DEV) form may be used to pay for the items listed below. The DEV is a method of payment and not a purchase document.

The DEV is designed to allow the payment of specific items without the use of the purchase order. Thus, the proper use of this system can lead to deceased paperwork and turn around time, while maintaining adequate control over the purchasing function.

It is important to remember that using the DEV does NOT exempt the purchase from the requirements of the South Carolina Consolidated Procurement Code and South Carolina State University purchasing procedures. The normal approval process for making purchases is still required prior to obligating the University.

ONLY THE ITEMS LISTED BELOW ARE APPROVED FOR PAYMENT USING THE DEV:

1. Advertising time or space or space in newspapers, radio or television-(Note: consultants obtained to handle advertising campaigns are not exempted) Advertising must be purchased directly from the newspaper, magazines, periodicals, radio, TV companies. A copy of the ad must provide attached to DEV.
2. Advertising in professional journals and publications.
3. Freight/Express mail-Federal Express, DHL, etc.
4. Invoices for gas and electricity, water and sewer services provided by public utilities subject to rate regulation by the Public Service Commission.
5. Oil company credit card purchase for gas and oil.
6. Professional dues and registration and membership fees.
7. Attorneys, subject to prior approval by SCSU Legal Office and the Attorney General's Office. Note: For this exemption to apply, the individual of firm involved must be licensed to perform the specific professional services, must provide that specific service and the contractual relationship created and the SCSU cannot be an employer/employee relationship which would be governed by the State Personnel Rules and Regulations.
8. Auto Licenses and registration.
9. Notary Fees
10. Petty Cash Reimbursement
11. Published books, periodicals, and technical pamphlets, less than $1500.
12. Telephone services & utilities, land-line, cellular and digital services, natural gas, electric; water, heating oil; sewer
13. US Postal Service Postage and Box rental
14. Publications received at a seminar or training session and not exceeding $1500.
15. Conference facility rental, including equipment and material rental by facility. Form #138 must be completed and approved prior to obligating SCSU. Attach the completed form to the DEV.
16. Temporary employment contract services (State term contracts only)
17. Employee Tuition reimbursement
18. General Service's payments (state motor pool charges, courier fees, etc.)
19. SCSU Internal payment Transactions, including Motor Pool Charges.
20. Subscription renewals not to exceed one year
21. Education and training provided by the State of South Carolina

22. The purchase goods, products, and services from the South Carolina Department of Corrections, Division of Prison Industries.

Prohibited Purchases: There are several items which are inappropriate for purchase with state appropriated funds. The danger with making a list of such items is that individuals may feel items not on the list are permissible. This section will list those items that are known to be in appropriate at this time. The list may be expanded with use as we are tested. As you will see, some items cannot be quantified; therefore, it is up to the procurement officers to be subjective is the interpretation of this section.

- **The test of appropriateness can be answered with two questions;**
  - Who receives the greatest benefit of the purchase, the university or the individual?
  - Would it be embarrassing for the purchase to appear in the newspaper as a use of taxpayer dollars?
- **The prohibited items listed are considered inappropriate for purchase orders and purchasing card purchases. If questions arise consult with the Director of Procurement Services.**

- **Prohibited items are as follows:**
  - Items that create a personal benefit to an individual or a department. This includes such items as coffee pots, microwaves, membership, etc.
  - Some items are inappropriate for an individual office, but may be appropriate when they benefit the entire campus. An example of this is holiday decorations. A Christmas tree is appropriate when it is to be displayed in a general campus area, yet it is inappropriate on an individual department level.
  - Gifts for faculty and staff are inappropriate purchases with state appropriated funds. This includes flower arrangements, going away presents, etc.
  - The payment of an individual's professional dues is inappropriate.

State Term Contracts: it is often mandatory that the University utilize term contracts established by the Materials Management Office. A catalog of these contracts is maintained in the Procurement Office and updated monthly. Various contract sheets are forwarded to appropriate departments for reference and to others when ordering items available on contract. If goods or services are offered by a vendor not on state contract at a price that is at least ten percent (10%) less than the term contract price, we must first give the vendor holding the term contract the option of meeting the lower price. Items and services available on state Contract are available at **State Procurement Information Center – www.state.sc.us/mmo/contract.**

Prison Industries Procurements: It is now mandatory for the University to purchase those products made by or produced by convict labor through the South Carolina Department of Corrections. Generally, this shall apply to furniture whose quality level

and styles match those of products currently offered through the Prison industries catalogs. Where quality or styles are requested that are different from those products offered, the University may seek sources on the commercial market.

Information Technology (IT Equipment): Requests for computers, terminals, modems/data phones, word processors, software and related electronic process equipment over $25,000 must be included and previously approved in the SCSU's Information Technology Plan. Requests must be approved by the Director of University Computing Information Technology on the **Acquisition of Information Technology Form** and/or the State Information Technology Office before purchase. Once approved, the request is forwarded to Procurement and the purchase will be processed in the same manner as other regular purchase actions. Allow sufficient time for the approval process.

Grant Specified Academic Equipment/Services: If the equipment/services you are requesting was specified by name in the budget justification and approval outline of your grant, it may qualify for proprietary or Sole Source procurement. Contact the Procurement Officer for further details **or click on link for grant exemption**.

Lease/Payment, Installment Purchase and Rental: Acquisition of equipment by any means other than purchase requires the approval of the Senior Vice President for Finance and Management and MIS as well as additional State approvals. Most purchases in the category require prior approval from General Services or the State Treasurer and involve long lead times. Therefore, it is important to coordinate with the Procurement Office to plan. Your Procurement Officer will have the most current Installment Purchase Programs procedures and can assist you.

Equipment Lease/Rental (South Carolina Standard Equipment Agreement): The South Carolina **Standard Equipment Agreement Form** must be used in all cases where rental or lease is involved unless modifications are approved by the State's Director of General Services. The only exceptions are rentals where the value of the equipment is $10,000 or less and/or the rental agreement does not exceed 90 days. Your Procurement Officer can assist you with this requirement.

Trade-in Purchases: Personal property may be used for trade-in credit when purchasing new like items, when the original unit did not exceed $5,000. When the original unit purchase price exceeds $5,000, it shall be referred to the State's Materials Management Officer or the ITMO for disposition. Please allow enough time for Procurement to secure trade-in approval. All requests for trade-in of equipment must contain the Property Tag number and complete description of the item.

Construction: By definition of the South Carolina Consolidated Procurement code construction is the process of building, altering or repairing a public structure or building, or making other improvements to any public real property. Construction does not include routine operation, routine repair, or routine maintenance of existing structures, buildings or real property. If construction exceeds $100,000 it is considered a Permanent Improvement Project (PIP). Construction, as well as Permanent Improvement Projects,

usually requires the services of an architect or engineer. All construction authority at the university rests with the Vice President for Finance and Management and MIS or his designee/Director of Sodexho Facilities.

Minor Construction: ($5,000 to $25,000) Requests for minor construction will be submitted to the Sodexho Facilities Office for proper coordination, regardless of whether or not they meet definition of construction, for review prior to any purchase action taking place. If the construction can not be accomplished by the Sodexho Facilities Office, must be competitively procured according to the Procurement Code and the State Engineer's Office procedures manual.

Purchases From Other State Agencies: Purchases from other State agencies, except those specifically exempted, must meet the same competitive tests as purchases from outside vendors and require a purchase order in advance unless other arrangements have been made by the Procurement Office Exemption from obtaining competition must be requested from the State's Materials Officer on an individual basis. The exemption must be requested on a **Justification For Contracts between State Agencies Form**,. Departments requesting an exception will be required to assist the Procurement Officer with the information necessary to complete a **Justification For Contracts Between State Agencies Form.**

Contractual Agreements: **Responsibility for approving contracts and agreements (excluding purchase orders) is contained in SCS Memorandum Number 1, dated 9 January 1998**, **Policies and Procedures for Contractual Agreements.**

Vendor Grievances (Right To Protest): Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation or award of a contract may protest such action under the provisions of the Consolidated Procurement Code, Section 11-35-4210.

- **Accordingly, the Materials Management Officer will hear all grievances against SCSU in connection with solicitations or contract awards in an attempt to resolve the protest.**

Complaints Against Vendors: Whenever a department feels a vendor has not satisfactorily delivered the goods/services contracted for by a purchase order, the procedure listed below should be followed. This procedure covers all delinquencies, unauthorized substitution of items, goods/services not meeting specifications, partial shipments, billing discrepancies and other deviations from the terms and conditions of the contract/purchase order.

- **SCSU Procedures:**
    - The purchasing office will contact the vendor to register a complaint.

- This initial contact and any subsequent contacts must be documented to include all pertinent facts relative to the problem and efforts made at reconciliation.
- Departments will be advised not to repeatedly contact the vendor and extend delivery date or modify the contract/purchase order in any way.
- If the problem is not reconciled, the Procurement Services Department will be notified in writing using the Contract Performance Report Cover Page.
- All additional correspondences with the vendor will be conducted by the Procurement Services Department. The department should not have any conversations or attempts to reconcile any differences at this point in the process.
- If the problem is not resolved, the Procurement Officer will review the contract documents with the Director of Procurement Services and obtain concurrence of proposed actions.
- If a Show Cause Letter is appropriate, use the sample as a guide and modify to the existing situation. Mail the letter "CERTIFIED, RETURN RECEIPT REQUESTED."
- Advise the post office to return the receipt. File this receipt in the contract folder, stapled to a copy of the Shoe Cause Letter.
- The Procurement Officer will retain a copy of the Show Cause Letter and suspense for the date of response**.**
- On the due date of response, the Procurement Officer will call the department and check to see if delivery or service has been accomplished.
- If so, annotate Show Cause Letter. File a copy in the contract file.
- If the order has not been delivered or is not completed, review proposed actions with the Director of Procurement Services.
- If the decision is to allow part of order or cancel entirely, inform vendor of same by telephone, making certain to document the date and party to whom instructions were given.
- If it is determined that default action should be taken, the vendor will be so informed by telephone, making certain to document the date and party to whom instructions were given.
- Start repurchase action and consult the Director of Procurement services before the award is made.
- Before the Default Latter is sent, contact the Director of procurement Services for action to suspend vendor until repurchase assessment is received.
- Upon approval, the Default Letter may be mailed with copies to go to the Vice President for Finance and Business Affairs and contract file.
- Upon receipt of check covering repurchasing charges, the vendor will be restored as an active bidder.
- If the vendor elects not to pay the assessment then the vendor will remain in the inactive bidder's file.

- **State Procedures:**

- **The purchasing office will contact the vendor to register a complaint.**
- **This initial contact and any subsequent contacts must be documented to include all pertinent facts relative to the problem and efforts made at reconciliation.**
- **Departments will be advised not to repeatedly contact the vendor and extend delivery date or modify the contract/purchase order in any way.**
- **If the problem is not reconciled the Contract Performance Report will be filled out and forwarded to the procurement Office for further processing.**
- **Copies will be forwarded as follows:**
  - **Original to Procurement Services.**
  - **Copy to the MMO Buyer assigned the commodity of services.**
- **Attach a narrative of actions taken to date and documentation described in above.**
- **Retain copy on file.**
- **Upon notification from central state purchasing of resolution, the department will be contacted by the purchasing office and advised of the resolution and any further actions required of the department.**

Reporting Requirements: **The Director of Procurement Services will submit quarterly reports as follows:**

- **Materials Management Office:**
  - **Report of preferences applied, <u>trade-in</u>, <u>sole source</u>, and <u>emergency procurements</u> made by the SCSU during the previous quarter.**
  - **These reports will be submitted not later than the 15th day following the close of each fiscal quarter.**

- **Office of Small and Minority Business Assistance:**
  - **A quarterly progress report on <u>Minority Business Enterprise (MBE)</u> procurement made during the previous quarter.**
  - **The report will be submitted not later than the 15th day following the close of each fiscal quarter.**

Food Service Contracts: **Food service contracts shall be solicited by the Materials Management Office.**

- **A review panel composed of one representative each from SCSU, the Materials Management Office, and the Commission on Higher Education shall evaluate such proposals.**

Property Purchases: **For the purposes of these procedures the terms property and equipment are used synonymously.**

- **Categories Of Property: There are two basic categories of property purchased as defined below:**
    - **Fixed Property: This is any property that becomes a fixed part of a building.**
    - **The property may be property which was included in the original contract for the building, or it may be property that is university furnished and installed, contractor furnished and installed, or university furnished and contractor installed.**
    - **The property should have a useful life of five years or more and a minimum cost of $5,000 per item.**
    - **Fixed property includes, but is not limited to, manufactured equipment such as boilers, chillers, pumps, cabinet work, laboratory furniture and kitchen equipment.**
- **Movable Property: This is any property that does not become a permanent part of a building.**
        - **The property should have a useful life of five years or more and a minimum cost of $5,000 per item.**
        - **This category of property is added to the University's fixed assets records if the cost is $1,500 or more.**
        - **Movable property includes such items as office furniture, office equipment and classroom furniture.**
- **Acquisition Of Property: Information technology equipment and printing equipment purchases require special handling which is explained separately, as well as gifts and lease purchase situations.**
    - **Property (fixed, movable or pilferable) will be purchased following the guidelines established for small purchases or competitive sealed bids/proposals, as appropriate.**
    - **Information Technology (IT) property requires special handling.**
        - **All administrative acquisitions exceeding $2,500 of IT consultants, computers, terminals, modems, word processors, software and related electronics processing equipment must be included in SCSU's approved information Technology Plan prior to purchase.**
        - **All requests, regardless of cost, for IT property will be reviewed and approved by the Director of Information Technology Services prior to initiating purchasing action.**
    - **All request for photo copiers and telephone/telephone equipment will be reviewed and approved by the Director of Auxiliary Services prior to purchasing.**
    - **Printing Equipment costing in excess $2,500 shall be approved by the Materials Management Office prior to purchasing action.**
        - **Requests for approval to purchase printing equipment shall be forwarded to the Materials management Office by letter.**
        - **After approval the purchasing office will process the purchase per guidelines established for small purchases or competitive sealed bids/proposals.**

- Equipment Trade-In Procedures: **The Director of Procurement Services will approve trade-in actions when the original unit price of an item to be traded in does not exceed $5,000.**
    - **The approval action will be documented on a Request for trade-In Form.**
    - **When the original unit price exceeds $5,000, the matter will be forwarded to the materials Management Officer (MMO)**

- **The following procedures have been developed to comply with the regulation:**
    - **BIDS/RFP'S: trade-In documentation described herein shall be submitted to the following individuals:**
        - **Materials management Officer: All trade-in requests except for information technology equipment where the original unit price exceeded $5,000.**
        - **Information technology management Officer; All trade-in requests for information technology equipment where the original unit price exceeded $5,000.**
- **If the solicitation for the new property is accomplished by SCSU, the following documentation must be submitted to the appropriate individual (as outlined above after the solicitation process has been completed, but prior to award:**
    - **Completed <u>Request for Trade-in Form</u>**
    - **Solicitation Tabulation Sheet**
    - **Bidding schedule or response of apparent successful vendor**

NOTE: The trade-in offered by the responsible vendor with the lowest responsive net bid or the responsive vendor making the proposal determined most advantageous to The SCSU should always be the trade-in for which approval is requested.

- **Based on this data, the appropriate approving authority within the MMO will indicate approval or disapproval on the <u>Request for trade-In Form</u> and return it to SCSU.**
- **If the Solicitation for the new property is handled by the MMO, SCSU must submit to the appropriate individual (as outlined above):**
    - **Requisition for the desired new property**
    - **Complete Request for trade-In document**
- **All solicitations for replacement items should call for prices with and without trade-in (i.e., option 1: price to include trade-in and option 2: outright price without a trade-in) and should provide that the award can be made either way, whichever is deemed to be most advantageous to SCSU.**

NOTE: Procurement Code regulation 19-445-2150, subsection A, Item 1 excludes from the disposal process solid or hazardous waste as defined by any federal, state or local statutes and regulations. Therefore, since the State Surplus property program cannot dispose of radioactive, contaminated, hazardous, or infectious

property, whenever SCSU must dispose of such an item in order to procure a like item, the solicitation to obtain the new item should include language requiring the successful vendor to dispose of the old item.

- **Upon receipt of a Request for Trade-in form from MMO marked "approved," the award or intent-to-award can be issued.**
- **Sole Source Procurements: if the trade-in of property is to be accomplished by use of the sole source method, the following must be provided to the appropriate individual as outlined above:**
  - **Request for Trade-in form**
  - **Total cost of the new property**
  - **Trade-In dollar amount offered**
  - **Copy of Sole Source Justification**
- **An approved <u>Request for Trade-In Form</u> must be received from MMO before ordering the new property and finalizing the sole source procurement.**

NOTE: Trade-In approval by MMO does not constitute approval of a sole source procurement. A request for sole source procurement shall be processed in accordance with the provisions set forth above.

Legal And Auditing Services: **All requests for legal services will be reviewed and approved, in advance, by the Vice president for finance and Business Affairs and the Executive Assistant to the president.**

- **Prior approval of the State Attorney General's office will be required before the purchasing office can issue a purchase order.**
- **All requests for accounting/audit services will be reviewed and approved, in advance, by the Vice President for Finance and Business Affairs and the Internal Auditor.**
- **Procurement of certified public accountants and public accountants to perform financial and/or compliance audits are exempt from competition but are subject to approval by the State Auditor's Office.**
- **The purchasing office will issue a purchase order for these services after approval of the State Auditor's Office.**
- **Actuarial audits and other accounting services will be procures under the terms of competition set forth in S.C. Consolidated Procurement Code.**

Rental Of Personal Property: **<u>The State of South Carolina Standard Equipment</u> agreement will be used in all cases whereby rental or lease of personal property is involved.**

- **In the case of rentals where the value of the equipment is $10,000.00 or less and the rental agreement does not exceed 90 days (consecutive renewals not permitted) the use of the South Carolina Standard Equipment Agreement form may be waived; however, its use in these cases is encouraged.**

Assistance To Minority Businesses: **The University shall support the state's Minority Business Enterprise Program to the fullest extent possible.**

- **The MBE Liaison Officer shall complete an annual <u>MBE policy Statement and MBE Utilization Plan</u>.**

Vendor Guide**: The Director of Procurement Services will publish from time-to time a <u>vendor guide</u> with up-to-date data for vendors to follow in doing business with SCSU.**

Bidding Exempted Purchases: **under certain conditions it may be more advantageous to use an invitation for bids/request for proposals to purchase certain exempted items on the open market, such as, resale items and athletic items.**

- **Revenue generating purchases whereby there is no expenditure of funds fall under the provisions of the Procurement Code regardless of whether the request is generated by an otherwise exempt activity.**
- **Items such as vending management contracts are considered purchases under the Code and will be bid as such.**
- **Bidding of exempted items will follow the general provision of paragraph 2.7, as applicable.**

Revenue Generating Contracts**: Revenue generating contracts are to manage activities where there is not necessarily an expenditure of funds. Rather, once the management contracts are in place the university receives a payment of percentage of revenues.**

Appendix A

Information for Writing Specifications

General Information

No matter where specifications originate or are prepared, the purchasing authority must be responsible for the final review and approval. The normal and preferred process is a cooperative effort between the using department and purchasing.

The review process should detect whether the specifications are adequate for competition and do they call for a quality level that is suitable for the items intended uses.

Specifications must be used during the evaluation of bids to decide whether bids are responsive and also in the receiving process to ensure compliance with your requirements.

The Purchasing Department will assist any department in preparing specifications for any purchase.

A GOOD SPECIFICATION SHOULD BE:

1. Simple, consistent and exact, but not so specific that a loophole will allow a bidder to evade any of the provisions and thereby take advantage of his competitors or the buyer.
2. Identified, when possible, with some brand specification already on the market. (Custom goods are expensive). At least two brand names to get competition.
3. Capable of being checked. It should describe the method of checking which will govern acceptance or rejection. A specification which cannot be checked is of little value and only confusion will result.
4. Reasonable in its tolerance. Unnecessary precision is expensive.
5. As fair to the seller as possible.
6. Capable of being met by several bidders for the sake of competition.
7. Clear and Up-to-Date. Misunderstandings can be expensive.
8. Flexible, inflexible specifications defeat progress. Invite vendors to suggest cost saving alternatives or substitutes.
9. A well-written specification is precise in its descriptions and directions. It should be clear, simple language, free of vague terms of those subject to variation in interpretation.

10. Abbreviations should be restricted to those in common usage and not subject to possible misunderstanding.
11. Identify minimum requirements.
12. Allow for competition.
13. List reproducible test methods used in Testing for Compliance with specs.
14. Provide for an equitable award.

GENERAL FORM AND CONTENT

A specification should have a standard format as follows:

1. Scope and classification
2. Applicable publication (s)
3. Requirements
4. Sampling, inspection and testing procedures
5. Preparation for delivery (packaging) (labeling)
6. Notes/comments

QUESTIONS TO ASK YOURSELF WHEN WRITING SPECIFICATIONS:

What is the function that must be performed?
Who will receive the document?
What do I want people to know or do?
How is the function being performed and what is the cost?
How detailed and exact should my information be?
What can I assume about my audience's knowledge of the subject?
What might their questions be?

Illustrations of some items lacking specifications:

If your need is for:	We need to know:
100 reams of mimeo paper	What weight? Color? Size? Grade?
1 each table	Classroom or office? Wood or metal? Size, 30"x45"or30"x60"? End panels or legs? Kind of top, wood or grain or plain?
1 box tongue depressors (10 pkgs/box)	How many per package?

2 coils wire	How many feet per coil? Random or continuous lengths? Material? Stranded or solid? Gauge? What kind of insulation? Color?
5 gross machine screws	Size (6-32, 4-40, 2-56, etc.) Material (nylon, stainless steel, brass, etc.) Type (slotted head, Phillips head), Style (round, flat, binding, oval fillister)? Plated (nickel, chrome, cadmium, zinc)? Length?

If you unsure of something, contact the Purchasing Department before submitting the requisition. Omissions or errors discovered after a bid has been opened can delay the procurement process.

South Carolina State University

GRANT SPECIFIED EXEMPTION PROCEDURES

The following procedures have been established to monitor and control specified grand exemptions for approved major equipment contract, subcontractors and consultants' services essential to the successful completion of a grant project. The University plans to use this exemption for these types of procurements providing the following criteria and conditions are met.

1. The University has a policy that requires competition in accordance with the South Carolina Consolidated Procurement Code. South Carolina State University's Procurement Procedures Manual clearly states that competitive procurement is the University's required method of procurements.
2. The grant specified exemption is limited to major equipment, sub-contractors, consultants, etc. that are specified and justified in the proposal documentation as being an essential component to the overall grant project by the Principal Investigator/University's Project Manager.
3. The Principal Investigator/Project Manager will complete a written justification as to why a particular specified piece of equipment or services are essential and critical to the successful completion of the grant-funded project. This is done with the understanding that the Principal Investigator/Project Manager is best able to determine the needs of his/her project. If the written justification is not provided and approved prior to the submittal of the grant request, The University will require all equipment/services be procured in accordance with the South Carolina Consolidated Procurement Code & Regulations.
4. Prior to acceptance of a certification for exemption, each Principal Investigator/Project Manager must have had their project proposal reviewed and approved by their: Dean/Department Head, Director of Sponsored Programs, Vice President for Finance, University President or his/her designee and the Procurement Office.
5. As a final review, the Director of Procurement will insure that major equipment, subcontractors, and consultants identified as essential to the successful completion of the grant are closely examined. Only those instances where the outcome of the grant project is critically affected shall be exempt from the SC Consolidated Procurement Code.
6. Any subsequent contract associated with this process will be approved by The University's General Counsel and all changes shall be documents and updates to the original contract with a copy to the Office of Procurement Services.
7. Transactions will be available for audit by the State of South Carolina Office of General Services to ensure compliance with these procedures and to determine if this exemption should be continued.

NOTE: This exemption was developed to target those "single source" or "best source" items and services essential for research success. **After a grant is approved, an exemption request cannot be considered**.

SECTION A – TO BE COMPLETED BY THE PRINCIPAL INVESTIGATOR/PROJECT MANAGER

I, _____, hereby certify that the □major equipment, □subcontractor(s), □consultant(s), etc., herein specified by particular brand, vendor, institutions or individuals are essential and critical to the successful completion of this externally grant-funded project for the following reason(s):

_____
_____
_____
_____
_____
_____
_____
_____

□ Is/Are specifically identified in the proposal
□ Is/Are not specifically identified in the proposal, therefore the University procurement procedures will be followed for this acquisition. I.e. Bidding

After a grant is approved, an exemption request cannot be considered. Additionally, I further attest that no collusion, favoritism or conflict of interest exists.

_____ _____
Signature **Date**

section b – financial information & contract period to be completed by the principal investigator

Amount of Acquisition _____ Contract Period _____to_____

Signature:_____ Date:_____
Principal Investigator/Project Manager

Note: Any changes to the information residing in this section Procurement Services must be notified and the contract amended to reflect said change.

SECTION c – approval section

_____ Dean/Department Head	_____ Date	_____ University President or his/her designee	_____ Date
_____ Director of Sponsored Programs	_____ Date	_____ General Counsel (if applicable)	_____ Date
_____ Vice President for Finance	_____ Date	_____ Procurement Director	_____ Date

SOUTH CAROLINA
STATE UNIVERSITY
PURCHASING CARD PROGRAM
CARDHOLDER POLICIES AND PROCEDURES

Introduction

Welcome to The State of South Carolina Purchasing Card Program. As an agency of the State of South Carolina, the University is participating in the program designed to help you better manage low-dollar supply purchases and bring many benefits to you, the University, and our vendors.

The success of the Purchasing Card Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the program guidelines as specified within this manual.

What is the Purchasing Card?

The Purchasing Card is a Visa credit card issued by Bank of America. It is a fast, flexible new purchasing tool which offers an alternative to the existing University purchasing processes and provides an extremely and effective method for purchasing and paying for supplies with a total of $2,500.00 or less. The card is to be used only for official University purchases.

The Visa Purchasing Card will enable you to purchase non-restricted commodities, by telephone or in person, directly from the vendors. It eliminate the need for issuing low dollar purchase orders and many blanket purchase orders.

The Visa Purchasing Card will be issued in the employee's name with the State of South Carolina emblem, the wording "For Official Use Only" and South Carolina State University clearly indicated on the card.

The Purchasing Card program brings many benefits to…

Cardholders – You will be able to obtain supplies directly from your vendors without using a purchase order. This streamlines the purchasing process and can help improve turnaround time on receipt of your order. It significantly reduces the workload and processing costs related to the purchase and payment of supplies.

The University – The Purchasing Card program provides a cost-efficient, alternative method for purchasing low-dollar supplies. Built-in card features make the program easy to control and manage and reduces processing costs at all levels by reducing the number of requisitions, purchase orders, invoices and checks. The Purchasing Card enables all departments to focus on higher yield value added activities.

Vendors – The Purchasing Card will be welcomed by vendors who accept VISA. When they accept the card for business purchases, vendors need not send invoices to the University, and they will receive payment directly from Bank of America within 48 hours.

GENERAL POLICIES AND PROCEDURES

- Purchasing Cards will only be issued to individuals, in the individual's name (there will be no departmental cards).
- Cardholder must be an employee of the University.
- Only one Purchasing Card may be issued in an individual's name.
- Purchasing Cards will not be transferable between individuals or University departments.
- A University Banner Organization number (department/fund) will be assigned to each Purchasing Card.
- The Purchasing Department will name a Purchasing Card Coordinator.
- Employee's Department Head must approve the request for a card, assign the Banner Organization number, for the Cardholder and submit information to the University Purchasing Card Coordinator.
- Department Head approval delegates transaction authority to the Cardholder.
- Bank of America to be paid once a month from prepaid expense account.
- Departments will be responsible to assure credit card charges are accurate on the monthly statements.

Parties Involved

Agency – South Carolina State University arranges with the card issuer, Bank of America, for the issuance of Purchasing Cards to approved University's employees and agrees to accept departmental liability for the employees' use of the cards.

Cardholder – An employee of the University who is approved by his/her department head to use the Purchasing Card to execute purchase transactions on behalf of the University.

Card Issuer – Bank of America's services were contracted for by the State of South Carolina, to issue Visa Purchasing Cards to University employees, to bill the University for all purchases made on the cards, and to collect payment from the University on behalf of the vendors.

Department Head – University official who must approve employee's request for a Purchasing Card, designate Banner Organization number for purchases on the Purchasing Card, and submit application to the University Purchasing Card Coordinator. Department Head approval delegates transaction authority to the Cardholder.

Purchasing Card Coordinator – The central coordinator located in South Carolina State University's Purchasing Department who coordinates the Purchasing Card program for the University and acts as the University's intermediary in correspondence with card issuer.

Vendor – The merchant from whom a Cardholder is making a purchase.

CARDHOLDER RESPONSIBILITIES

The Cardholder must only use the Purchasing Card for legitimate business purposes. Misuse of the card will subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

The following are several key areas that require on going Cardholder support. A Cardholder must:

- Ensure the Purchasing Card is used **only for legitimate business purposes.** Misuse (inappropriate, unauthorized, or fraudulent use) of the card will subject Cardholder to disciplinary action per University policy.

- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any **single transaction does not exceed $2,500.** Furthermore, the Cardholder must ensure that all purchases are within all other spending and vendor guidelines established by the University.

- Ensure that the Purchasing Card **is only used by the approved Cardholder.** ***Use by anyone other than the approved Cardholder is strictly prohibited.*** The Purchasing Card is not transferable between cardholders or departmental personnel.

- Obtain all **sales slips, register receipts,** and/or Purchasing Card slips and provide to the Purchasing Department for reconciliation, approval and allocation of transactions. A Cardholder must also notify the Department if the Banner organization number should be changed on an individual transaction.

- Attempt to first **resolve a dispute** or billing errors directly with the vendor. If cardholder cannot resolve the dispute or error with the vendor directly, then cardholder should fill out a dispute form and forward to the Purchasing Card Coordinator. A Cardholder must also ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent Cardholder Statement. ***Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.***

- **Call Bank of America at 1-800-538-8788 immediately (24 hours a day, 365 days a year) to report a Purchasing Card lost or stolen.** A Cardholder must also notify the Purchasing Card Coordinator about a lost or stolen Purchasing Card at the first opportunity during business hours.

- **Return Purchasing Card** to the Purchasing Department upon request to forfeit card, terminating employment or transferring Departments.

MAKING PURCHASING CARD TRANSACTIONS

A. Purchases in Person

1. Follow proper internal procedures to make the purchase and ensure adequate funds are available.

2. Determine whether the Purchasing Card is the most appropriate tool to use for this purchase (check the list to make sure it's not a restricted item, and determine whether a State contract is available). When a State contract is in place for specific commodities, cardholder MUST purchase these goods from the contract supplier. Contact the appropriate buyer in the Purchasing Department to determine what contracts are available. In addition, State contract information is available via the Internet http://www.bcb.sc.gov, click onto B&CB Divisions and access Materials Management Office under Procurement Services for goods and services or under State CIO, click onto IT Procurement for computer equipment and supplies, audio visual equipment and supplies, etc.

3. Be certain that the total amount (including all shipping, handling, postage, freight, etc.) will not exceed your card's single purchase limit of $2,500.

4. Determine that the price quoted is the best you can obtain.

5. Ensure that sales tax is charged for in-state vendors.

6. Obtain a receipt at the time of purchase.

7. If asked for your billing address, it will always be: your name, your department, South Carolina State University, 300 College Street NE, Orangeburg, SC 29117.

8. Follow the University's instructions regarding the purchase, and turn in receipts to the Purchasing Department.

UNIVERSITY PURCHASING CARD COORDINATOR RESPONSIBILITIES

The University Purchasing Office will assign a coordinator to be responsible for the overall Purchasing Card program.
Responsibilities include:

- University Liaison with Bank of America.
- Utilizing Works Software from Bank of America.
- Reviewing Department approved applications for completeness of required information.
- Submitting completed application to Bank of America and receiving Purchasing Card from Bank of America.
- Training Cardholder before releasing Purchasing Card.
- Having Cardholder sign Cardholder agreement, signifying agreement with the terms of the Purchasing Card program.
- Handling disputed charges/discrepancies not resolved by Cardholder.
- Initiating change of Purchasing Card Banner Organization number upon request of the Cardholder, /Department Head.
- Securing revoked Purchasing Cards and submitting information to Bank of America.
- Receiving Bank of America bill and distributing to Department when necessary.
- Processing upload of bill to accounting for charging individual departments.
- Reviewing Bank of America invoice, preparing for payment and submitting to accounting for Accounts Payable payment.
- Reconciling SCSU accounting statements as to payments to Bank of America and charges to individual departments.
- Reviewing usage of Purchasing Card data for appropriateness.
- Ensuring that lost or stolen cards have been blocked by Bank of America.
- Forwarding vendor set up requests to Bank of America.
- Assist Departments with erroneous declines and emergency transactions.

Cardholder Eligibility

Criteria to receive a University Purchasing Card is as follows:

. Applicant must be a fulltime employee of the University.
. Applicant's request for a Purchasing Card must be approved by his/her Department Head.
. Employee must attend training session before he/she may be issued a Purchasing Card.
. Each individual Cardholder must sign a Cardholder agreement in the presence of

the University Purchasing Card Coordinator.

CARDHOLDER LIABILITY

The Purchasing Card is a corporate charge card which will not affect the Cardholder's personal credit. However, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as University Policies and Procedures, relating to the expenditure of university funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination.

CARDHOLDER TERMINATION

The University Purchasing Card Coordinator is required to close an account if a Cardholder: (a) transfers to a different University department, (b) moves to a new job in which a Purchasing card is not required; (c) terminates University employment or (d) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

The University Purchasing Card Coordinator is required to adhere to, and enforce, University policy and the disciplinary plan in the following circumstances:

- **The card is used for personal and unauthorized purposes.**
- **The card is used to purchase alcoholic beverages or any restricted substance, material, equipment or service which violates policy, law or regulation pertaining to the University.**
- **The Cardholder allows the card to be used by another individual.**
- **The Cardholder splits a purchase to circumvent the limitations of the South Carolina Consolidated Procurement Code.**
- **The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the South Carolina Procurement Code.**
- **The Cardholder fails to provide University Card Coordinator with required receipts and statement by the 10th of each month.**

- **The Cardholder fails to provide, when requested, information about any specific purchase.**
- **The Cardholder does not adhere to any of the Purchasing Card policies and procedures.**

A request for closing a Cardholder account will be submitted to Bank of America by the University Purchasing Card Coordinator.

Disciplinary Action Process

When a Purchasing Card exception or discrepancy is discovered the Purchasing Card Administrator will investigate the circumstances surrounding it and make a recommendation for appropriate discipline to the Director of Procurement based on the Purchasing Card Progressive Discipline Guidelines and the Purchasing Card Program Policy. The Director will determine what action will be taken up to suspension of card privileges.

Progressive Discipline Guidelines for Pcard Violations

PURCHASING CARD PROGRESSIVE DISCIPLINE GUIDELINES

	Offense	**1st Offense**	**2nd Offense**	**3rd Offense**
1	Missing Receipts and/or Statements	Suspension of card until receipt is received – liable for all undocumented purchases	Suspension of card privileges for (3) three months and liable for all undocumented purchases	Revocation of card privileges and liable for all undocumented purchases
2	**Splitting of purchase over $2500 to circumvent the limitations of SC Procurement Code**	Written warning possible fund reimbursement	Suspension of card privileges for (6) six months	Revocation of card priviliges
3	**Inappropriate purchases outside scope of fund mission**	Written warning and possible fund reimbursement	Suspension of card privileges for (6) months	Revocation of card privileges
4	**Unauthorized purchase**	Written warning and possible fund reimbursement	Suspension of card privileges for (6) six months & reimbursement of fund	Revocation of card privileges
5	**Allowing use of card by another**	Suspension of card privileges for (6) six months	Revocation of card privileges	
6	**Failure to cooperate w/Pcard Coordinator or**	Written warning	Suspension of card privileges for (6) six months	Revocation of card privileges

	Administrator			
7	**Use of card for personal gain**	Revocation of card privileges, liable for personal purchases and job termination		
8	**Other non-compliant or inappropriate card use**	At the discretion of Director of Procurement w/Sr. VP and Asst. VP for Finance approval		

In the event that a Cardholder loses or misplaces a receipt it is the Cardholder's responsibility to obtain a duplicate receipt within a reasonable period of time.

The above-indicated actions in response to specific offenses are to be used as a guide and are not intended to be all-inclusive. At the occurrence of any of the listed offenses, or any that are not listed, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered.

LOST, MISPLACED OR STOLEN PURCHASING CARDS

Cardholders are required to immediately report any lost or stolen Purchasing Card to Bank of America toll free at 1-800-538-8788 (24 hours a day, 365 days a year). The Cardholder must also immediately notify the University Purchasing Card Coordinator about the lost or stolen card at the first opportunity during normal business hours.

SPENDING CONTROLS

The Purchasing Card is to be used only for the purchase of supplies. South Carolina State University spending parameters for each Visa purchasing card issued is set at $2500.00 per transaction. The University, through the Purchasing Department, will adjust total dollar limit not transaction as determined by demonstrated need.

ERRONEOUS DECLINES

Should the Purchasing Card be erroneously declined by a vendor, the Cardholder should immediately contact the University Purchasing Card Coordinator for assistance. If purchase is being made outside for normal University business hours, the employee must find an alternate payment method or terminate the purchase and contact the University Purchasing Card Coordinator during normal University hours.

EMERGENCY TRANSACTIONS

Emergency transactions over $2500.00 may not be handled with the Purchasing Card due to State Procurement regulations. For any transaction which does not meet the spending controls assigned to the card, the Cardholder must contact the University Purchasing Office for assistance.

CREDITS

Vendors will issue a credit to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.

UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputes charges or billing errors. If the matter is not resolved with the vendor, the Cardholder should:

- Contact Bank of America at 1-800-538-8788 directly for assistance.
- Mail or fax to Bank of America at 1-800-253-5846 a signed "Dispute Form" to document the reason for the dispute. (Attachment B)
- Contact the University Purchasing Card Coordinator for assistance if an acceptable resolution is not obtained.
- The total amount billed by Bank of America will be charged to the individual Banner Organization accounts and credits for disputed transactions will be posted to the Organization when the credit appears on the Bank of America billing.

SECURITY AND STORAGE

- Purchasing Cards- Cardholders should always treat the University Purchasing Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card's Banner Organization number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be loaned to another person for any reason.
- Program Documentation- All documentation concerning the Purchasing Card program will be maintained by the University Purchasing Card Coordinator located in the University Purchasing Department. This documentation includes, but is not limited to, applications, cardholder agreements, and agency billing

statements, reconciliation of accounting statements, works programs, and copies of transmittals and correspondence with Bank of America.

VENDOR SET UP

The university Purchasing Department will conduct a study of frequently used vendors for purchases under $2500.00 which qualify for use of the Purchasing Card by Cardholders. If a vendor frequently used by University employees does not accept the Visa card, the University will assist in recruiting the vendor to take the necessary steps to begin acceptance of the card and provide this information to Bank of America. Cardholders should contact the University Purchasing Card Coordinator when encountering vendors who do not accept the card.

VENDOR BLOCKING

The University has adopted the State of South Carolina Blocked Vendor List without any adjustments. Transactions will be blocked at the point-of-sale level at the types of vendors on the Blocked Vendor. (Attachment A)

PURCHASING CARD MAINTENANCE AND CLOSURE

All contact with Bank of America for purchasing card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the University Purchasing Card Coordinator who is located in the University Purchasing Department (536-8747 or 536-8199).

Closure

- Lost or Stolen Card- Cardholder must immediately report the lost/stolen card to Bank of America at 1-800-538-8788. Cardholder must also notify the University Purchasing Card Coordinator who will follow up With Bank of America to ensure the account has been closed.
- Terminated or Transferred Employees- Purchasing Cards from terminated employees and employees who transfer to another University department will immediately notify the University Purchasing Card Coordinators by phone of the termination or transfer. A request for closing the Cardholder account will be processed by the University Purchasing Card Coordinator within 2 days of receiving the notification. All Purchasing Cards are to be returned to the University Purchasing Card Coordinator for disposal.

RECONCILIATION, APPROVAL & ALLOCATION OF BILLING

Receipt and Payment of Bank of America Billing

- At the close of the month billing cycle, which is the 27th of each month, Bank of America will send a paper billing statement to the University.
- University Purchasing Card Coordinator will review bills and payment in full will be made to Bank of America.
- University Purchasing Card Coordinator will prepare payment voucher and submit to accounting for Accounts Payable to issue a check to Bank of America. Voucher will be prepared within 10 days after receipt of the Bank of America bill and processed so that payment will reach Bank of America not later than 25 calendar days after the close of the billing cycle of the previous month.

AUDITS

A. *State and Federal Audits* – All records retained by the Department are subject to the review and scrutiny of State, Federal, and Independent Auditors as part of their review of the University's financial records. Documentation for Federal grants must be maintained for seven (7) years. All other documentation must be maintained for a minimum of three (3) years.

B. *Internal Audit* – The University's Internal Auditor will make regular periodic audits to ensure compliance with University Policies and Procedures.

C. Purchases by Phone, Fax, Mail, or Internet

When making phone, fax, mail, or internet orders the Cardholder should instruct the vendor to:

1. not write the credit card number on the shipping slip.
2. note on the shipping slip that the package is a credit card purchase.
3. note on the shipping slip that the package is to the attention of the Cardholder.
4. include the credit card slip inside the package.

Phone

A written record must be made when placing a telephone order. Store this record in the same manner that you store receipts.

Remember, the Cardholder is the only person authorized to place the order. You may, when necessary, have someone else pick up the goods (the person picking up the items should only sign shipping or receiving papers, **not the credit card slip**).

Procedure:

Follow the applicable instructions for making **Purchases in Person**, including shipping/delivery.
In addition:

1. When you call, state that you are calling from SC State University in Orangeburg and that you will be making your purchase with a Visa Purchasing Card.
2. For in-state orders, emphasize that the University is *not* tax exempt from sales tax.
3. Record the name of the person taking the order, place the order, and give the supplier your Purchasing Card number and expiration date.
4. Give the supplier your name, department name, phone number, and complete delivery instructions.
5. Request that a receipt and/or packing slip be sent with the purchase. Retain this with your record of the purchase.

Fax

Procedure:

Follow the applicable instructions for making **Purchases in Person,** including shipping/delivery.
In addition:

1. Retain a copy of the order form and fax confirmation (if available) for your records.
2. You are urged *not* to mail the original to the supplier, to prevent a duplicate order. If the supplier requires that the original be sent be sure to clearly mark it "*Confirmation Only – Order Placed By Fax"*
3. Do not leave any paperwork containing the account number in fax area.

Mail

Procedure:

Follow the applicable instructions for making **Purchases in Person,** including shipping/delivery.
In addition:

1. Retain a copy of the order form and the address it was mailed to, and request that a receipt be sent to you for your records.

Internet

Many companies offer the option to making purchases via the internet. The Purchasing Card may be used to make these types of purchases as long as care is taken in at least these areas:

1. Make sure that the company is a bona fide company (i.e. someone you were doing business with previously that now has a Web page would be a better risk than a company you "discovered" via the internet, unless you are able to verify that the new company is a responsible supplier).
2. If supplying your card number via the internet be sure it is encrypted in an acceptable manner. If the information is not encrypted, or if you are not comfortable giving your card number over the internet, many companies offer the option of placing the order over the internet and then giving the card number via telephone after the order has been received (preferably you would call them as anyone could "receive" the order and then call you back for the card number).

As with other purchases, the Cardholder is ultimately responsible for purchases made with their card and is therefore responsible to determine whether the website is the most appropriate method to use to make a given purchase.

Attachment A

Vendor Blocking

The State of South Carolina requires that certain types of vendors be blocked from Purchasing Card use. Transactions will be blocked at the point-of sale level. You may not use your card to make purchases from the following type of vendors.

0742 Veterinary Services
0763 Agriculture Co-operative
3351- 3440 Automobile Rentals
3501- 3722 Hotels and Motels
4011 Railroads
4111 Local/Suburban Commuter Passenger Transportation, Including Ferries
4112 Passenger Railways
4119 Ambulance Services
4121 Taxicabs/Limousines
4131 Bus Lines, Including Charter, Tour Buses
4214 Motor Freight Carriers, Trucking- Local/Long distance, Moving & Storage Companies – Local Delivery Services
4215 Courier Services – Air or Ground, Freight Forwarders
4225 Public Warehousing – Including Farm Products, Refrigerated Goods
4411 Steamship/Cruise Lines
4457 Boat Rentals and Leases
4468 Marinas, Marine Service & Supplies
4511 Airlines, Air Carriers (Not Elsewhere Classified)
4582 Airports, Flying Fields, Airport Terminals
4722 Travel Agencies
4723 TUI Travel
4761 Transportation/Travel-Related Arrangement Services- Mail or Telephone
4784 Toll and Bridge Fees
4789 Transportation Services (Not Elsewhere Classified)
4814 Telecommunication Service Including Local and Long Distance Calls, Credit Card Calls
4815 Visaphone
4821 Telegraph Services
4829 Wire Transfer – Money Orders
4899 Cable & Other Pay Television Svcs.
4900 Utilities – Electric, Gas, Water, Sanitary
5094 Precious Stones & Metals, Watches & Jewelry

Attachment A, cont'd.

5172 Petroleum & Petroleum Products
5193 Florist Supplies, Nursery Stock & Flowers
5271 Mobile Home Dealers
5309 Duty Free Stores
5411 Grocery Stores, Supermarket
5422 Freezer & Locker Meat Provisions
5441 Candy, Nut, and Confectionary Stores
5451 Dairy Products Stores
5462 Bakeries
5499 Miscellaneous Food Stores – Specialty, Markets, Convenience
5521 Automobile and Truck Dealers (Used Only)
5541 Service Station (with or without ancillary services)
5542 Automated Fuel Dispensers
5561 Recreational & Utility Trailers, Camper Dealers
5571 Motorcycle Dealers
5598 Snowmobile Dealers
5599 Miscellaneous Automotive Dealers (Not Elsewhere Classified)
5655 Sports Apparel, Riding Apparel Shops
5681 Furriers & Fur Shops
5698 Wig and Toupee Stores
5811 Caterers
5812 Eating Places, Restaurants
5813 Drinking Places (Alcoholic Beverages) Bars, Taverns, Cocktail Lounges, Nightclubs, Discotheques Lounges, Nightclubs, Discotheques
5841 Fast Food Restaurants
5921 Package Stores – Beer, Wine & Liquor
5932 Antique Shops
5933 Pawn Shops
5935 Wrecking & Salvage Yards
5937 Antique Reproductions
5940 Bicycle Shops – Sales & Service
5944 Jewelry Stores, Watches, Clocks, and Silverware Stores
5947 Gift, Card, Novelty & Souvenir Shops
5948 Luggage & Leather Goods Stores
5960 Direct Marketing Insurance Svcs.
5962 Direct Marketing Travel-Related Arrangement Services
5963 Direct Selling Establishments/Door-to-Door Sales
5966 Outbound Telemarketing Merchant
5968 Continuity/Subscription Merchant
5971 Art Dealers & Galleries
5972 Stamp & Coin Stores – Philatelic & Numismatic Supplies
5992 Florists
5993 Cigar Stores & Stands
5995 Pet Shops, Pet Foods & Supplies Stores

Attachment A cont'd.

5997 Electric Razor Stores – Sales & Service
6010 Financial Institutions – Manual Cash Disbursements
6011 Financial Institutions – Automated Cash Disbursements
6012 Financial Institutions – Merchandise & Svcs.
6051 Non-Financial Institutions – Foreign currency, Money Orders (not wire transfer), and Travelers Cheques
6211 Security Brokers/Dealers 6300 Insurance Sales & Underwriting
6381 Insurance Premiums
6399 Insurance (Not Elsewhere Classified)
6611 Overpayments
6760 Saving Bonds
7011 Lodging – Hotels, Motels, Resorts, Central Reservation Svcs.
7012 Timeshares
7230 Barber & Beauty Shops
7032 Sporting & Recreational Camps
7033 Trailer
7210 Laundry, Cleaning & Garment Svcs.
7211 Laundries – Family & Commercial
7216 Dry Cleaners
7217 Carpet & Upholstery Cleaning
7221 Photographic Studios
7230 Barber & Beauty Shops
7251 Shoe Repair Shops, Shoe Shine Parlors, and Hat Cleaning Shops
7261 Funeral Service & Crematories
7273 Dating & Escort Svcs.
7276 Tax Preparation Service
7277 Counseling Svcs. – Debt, Marriage, Personal
7278 Buying- Shopping Svcs., Clubs
7280 Hospital Patient Personal Funds Withdrawal Accounts
7295 Babysitting Services
7296 Clothing Rental – Costumes, Uniforms
7297 Massage Parlors
7298 Health & Beauty Spas
7299 Miscellaneous Personal Svcs. (Not Elsewhere Noted)
7311 Advertising Svcs.
7321 Consumer Credit Reporting Agencies
7339 Stenographic Services
7341 Window Cleaning Services
7342 Exterminating & Disinfecting Services
7349 Cleaning & Maintenance
7361 Employment Agencies, Temporary Help Services
7372 Computer Programming, Integrated Systems Design & Data Processing Svcs.
7375 Information Retrieval Services

Attachment A Cont'd.

7379 Computer Maintenance, Repair & Services (Not Elsewhere Classified)
7392 Management, Consulting and Public relations Services
7394 Equipment Rental & Leasing Services, tool Rental, furniture Rental & Appliance Rental
7393 Detective
Agencies, Protective Services, and Security Services, Including Armored Cars and Guard Dogs
7399 Business Services (Not Elsewhere Classified)
7512 Car Rental Agencies (Not Elsewhere Classified)
Vehicle Rentals
7513 Truck & Utility Trailer Rentals
7519 Motor Home & Recreational Vehicle Rentals
7523 Automobile Parking Lots & Garages
7524 Express Payment Service Merchants – Parking Lots
7542 Car Washes
7549 Towing Services
7641 Reupholster & Furniture Repair, Furniture Refinishing
7692 Welding
7699 Miscellaneous Repair Shops & Related Services
7829 Motion Picture & Video Tape Production & Distribution
7832 Motion Picture Theaters
7833 Express Payment Service Merchants – Motion Picture Theaters
7841 Video Tape Rental Stores
7911 Dance Halls, Studios & Schools
7922 Theatrical Producers (Except Motion Pictures), Ticket Agencies
7929 Bands, Orchestras, Entertainers
7932 Billiard & Pool Establishments
7933 Bowling Alleys
7941 Commercial Sports, Professional Sports Clubs, Athletics Fields, Sports Promoters
7991 Tourist Attractions & Exhibits
7992 Golf Courses – Public
7993 Video Amusement Game Supplies
7994 Video Games Arcades/Establishments
7995 Betting (Including Lottery Tickets, Casino Gaming Chips, Off-track Betting & Wagers)
7996 Amusement Parks, Circuses, Carnivals, Fortune Tellers
7997 Membership Clubs (Sports, Recreation, Athletic), Country Clubs, Private Golf Courses
7998 Aquariums, Sea Aquariums, Dolphinariums
7999 Recreation Services, (Includes Swimming Pools, Miniature Golf and Driving Ranges, Ski Slope, Boat Rentals, Aircraft Rentals & Sport and Game Instruction)
8011 Doctors
Attachment A Cont'd.

8021 Dentists, Orthodontists
8031 Osteopaths
8041 Chiropractors
8042 Optometrists, Opthamologists
8043 Opticians
8044 Optical Goods & Eyeglasses
8049 Chiropodists, Podiatrists
8050 Nursing & Personal Care Facilities
8062 Hospitals
8071 Medical & Dental Laboratories
8099 Medical Services & Health Practitioners (Not Elsewhere Classified)
8111 Legal Services, Attorneys
8211 Elementary and Secondary Schools
8241 Correspondence Schools
8244 Business & Secretarial Schools
8249 Vocational & Trade Schools
8299 Schools & Educational Services (Not Elsewhere Classified)
8351 Child Care Services
8398 Charitable & Social Service Organizations
8641 Civic, Social, and Fraternal Associations
8651 Political Organizations
8661 Religious Organizations
8675 Automobile Associations
8699 Membership Organizations (Not Elsewhere Classified)
8734 Testing Laboratories (Not –Medical Testing)
8911 Architectural, Engineering & Surveying Services
8931 Accounting, Auditing, and Bookkeeping Services
8999 Professional Services (Not Elsewhere Classified)
9211 Court Cost, Including Alimony and Child Support
9222 Fines
9223 Bail and Bond Payment
9311 Tax Payments
9399 Government Services (Not Elsewhere Classified)
9411 Government Loan Payments
9700 Automated Rental Service
9751 U.K. Supermarkets – Electronic Hot File (For Regional Use Only)
9752 U.K. Petrol Stations – Electronic Hot File (For Regional Use Only)

Attachment B

CARDHOLDER STATEMENT OF DISPUTED ITEM

Purchasing Card Account Number: _____

Monthly Credit Limit: _____

Received by: _____

(Print Cardholder Name) Cardholder Signature: _____

Date: _____

Received by: _____

University Purchasing Card Coordinator Authorized by: Cardholder Signature: _____

Bank of America Phone 1-800-524-3830, Fax Attn.: Commercial Card Services

Cardholder Statement of Disputed Item

Agency Name: SOUTH CAROLINA STATE UNIVERSITY

Cardholder Name: _____

Cardholder Account Number: _____

Statement Date: _____

Transaction Date: _____

Merchant Name/Description: _____/_____

Amount: _____

Posting Date: _____

Reference Number: _____

Check the description most appropriate to your dispute. If you have any questions, contact Bank of America.

1. Alteration of Amount: The amount of the sales draft has been altered from $_____to $_____. (Please include copy of sales draft)

2. Unauthorized Mail or Phone Order: I certify the charge listed above was not authorized by me to use this account. I have not ordered merchandise by phone mail, or received goods and services as represented above.

3. Cardholder Disputed: I did participate in the above transaction, however, I Dispute the entire charge, or a portion, in the amount of $_____because:

4. Credit Not Received: The merchant has issued me a credit slip for the transaction listed above, however, the credit has not posted to my account. The date on the voucher is between 30 and 90 days old. (Please include a copy of the credit voucher.)

5. Imprinting of Multiple Slips: The above transaction represents multiple billing to my account. I only authorized one charge from this merchant for $_____. I am still in possession of my card.

6. Merchandise Not Received: My account has been charged for the above transaction, but I have not received this Merchandise. I have contacted the merchant.

7. Merchandise Not Received: My account has been charged for the above transaction, but I have since contacted this merchant and canceled the order. I will refuse delivery should the merchandise still be sent.

8. Merchandise Returned: My account has been charged for the transaction listed above, but the merchandise has been returned. Provide a description of the circumstances. (Please include postal receipt if applicable.)

9. Inadequate Description/Unrecognized Charge: I do not recognize this charge, Please supply a copy of the sales draft for my review.

10. I am no longer disputing this charge.

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For more information about the SCSU Purchasing Card Program please contact Patricia Holmes at 536-8199 or 536-8198 or email pholmes@scsu.edu.

RDS - Receiving-Delivering-Shipping Department Procedures

The mission of Receiving, Delivery and Shipping is to provide exceptional service to the University Faculty, Staff and Student Body for all campus supplies, equipment and materials.

2.1 Arrival software – This software provided by Pitney Bowes, automates the entire warehouse process:

- **A.** Incoming packages/equipment
- **B.** Issues and deliveries
- **C.** Outbound packages
- **D.** Freight & independent trucking deliveries
- **E.** Receipts without bar codes

2.2 Receipts: Arrival Package Tracking and Delivery Management – This allows for the automation of receiving, tracking, routing, outbound and delivery functions.
All materials received must be properly inspected and checked against the delivery document prior to signing, and all discrepancies noted. The signature of the delivery agent is required, if discrepancies are found once the material has been inspected and classified as acceptable, the next step in the intake process is to use the arrival system to collect the data electronically.

Packages are processed according to the following categories:

a. **PERSONAL –** Write up a pickup notice, and make a file copy of the notice that is forwarded to South Carolina State University's Post Office.
b. **EQUIPMENT -** Complete the merchandise receipt form. The next step is to attach the third copy of the merchandise receipt form to a copy of the purchase order and give them to Inventory Control.
c. **PURCHASE ORDERS –** The data entry person is responsible for retrieving any purchase orders from the secured holding area. Make sure the purchase order is time and date stamped. [The stamp indicates that we have received a partial or complete shipment of the purchase order.] Non equipment purchase orders are attached to the package for signature at the time of delivery. Items that need tagging will remain in the warehouse until they are released by Property & Inventory through the date and their signature (see equipment).
d. **EXPRESS DELIVERIES –** Process express packages first through the Arrival System and immediately transfer them to the delivery technician for immediate action. **Express exception** is a student packages. Each student should be called concerning their package(s). If the packages are not picked up a timely manner (Example: Early morning) their notices will be given to South Carolina State University's Post Office.
e. **PERISHABLE/REFRIGERATED GOODS –** All parcels received marked perishables refrigerate at once, should be treated as a ***hot package.*** The Supply Specialist should contact the delivery technician informing him of the ***hot*** shipment for immediate delivery. If immediate delivery is not possible

the next step is to notify and inform the requesting party of the day and time of their ***hot shipment.*** The final step in the process is to place packages in a secure area until delivery. Items requiring refrigeration are placed appropriately.

f. C.O.D. – The UPS driver will leave an official notice with the correct cost and name of the sender. This information is passed along to the recipient. No cash should transpire. A check or money order should be made out to the Company, not UPS.

g. Outbound – All external shipments are processed electronically through the arrival system.

2.3 SHIPMENT OF PROPERTY - Departments having the need to ship items off campus will be required to adhere to the following procedures:

1. Items shipping from South Carolina State University will be processed by and through shipping only. Exceptions will require prior approval.
2. Remove all labels and marking with the exception of the return destination's address.
3. Make sure all packages are properly packed.
4. Electronically, shipping labels and return labels may be created and printed to the desk top printers.
5. Packages with return labels attached are accepted and entered into the arrival outbound system.

2.4 BULK RECEIPTS – Bulk shipments delivered by independent truckers are processed electronically. Bulk/trucking slips with barcodes are scanned into the arrival system and then follow the established arrival procedure. Bulk/trucking slips without barcodes are entered into the arrival system as follow:
By purchase order number (ex P120xxxx) or by trucking trailer number, then complete the established arrival procedure. The data entry person, after processing the shipment into the arrival system issues the shipment to shipping and receiving. The reason for issuing the shipment so that in order to find out who signed for the shipment. The data entry person indicates this when signing for the shipment.
Ex.
A. Check trucking slip for signature. The data entry person shall initial this entry.
B. Check purchase order for signature. The data entry person shall initial this entry.

2.5 CALL TAGS – Packages waiting for a call tag should be brought to Shipping. Call tags take from 3-10 days. When the call tag arrives at South Carolina State University, the Supply Specialist will process the package and return a copy of the call tag to the requestor (department/person). All call tags processed through the arrival system. **Exception** – The SCSU Bookstore.

Notes of Interest – Shipping and Receiving is not a warehouse. It is a processing center – RDS – Receiving – Delivery – Shipping

The arrival SOP manual is for all data entry personnel who have been trained to use the Pitney Bowes Arrival System.