

Montgomery Community College Purchase Requisition Procedures using Etrieve

If an item(s) is being ordered, type in the Vendor information, Requestor, Quantity, Unit of Measure (each, lot, case, pound, etc.), a complete description of the item (including product #), and cost. If a picture of the item (from Amazon, for example) can be attached that would be beneficial for the Purchasing Officer.

If a service is being purchased, provide the above information in Etrieve and attach three written quote(s) for services if over \$5000.

If requesting a repair to an existing item, get a written quote(s) and attach it to the requisition. List the quoted price on the requisition form. If, during the repairs, the repair person identifies additional work that will add to the cost, then request a revised quote or invoice if additional work is approved. When the repairs are completed, have the vendor send the final invoice to MCC for payment or deliver the invoice to Purchasing or Accounts Payable.

If purchasing with the Procurement Card (P-Card), complete the Purchase Requisition form in Etrieve with Bank of America as the vendor. The Purchasing Officer will e-mail the Requestor with instructions to use the P-Card. The P-Card should only be used for purchasing the following items:

- Fuel for college vehicles
- Hotel reservations for approved travel
- Airline tickets for approved travel
- Online registrations for approved travel
- Purchases from vendors who will not accept a check or who will not process the order until a down payment is made using a credit card **

** The Purchasing Officer is responsible for ensuring that all items are procured using NC State Contracts according to state procurement policy. Of particular concern is the undocumented/unapproved use of non-certified sources (.coms, Wal-Mart, etc), payment for items which have not been received, and purchases in excess of the college's spending delegation of \$10,000.00 (\$25,000.00 for IT related purchases). To ensure compliance, the Purchasing Officer is responsible for placing all orders unless the Requestor is approved to use the P-Card. When using the P-Card, please provide an explanation for not following the standard procurement procedures.

Food Purchases: MCC has an account with Food King in Troy. Food purchases may be made with this vendor and a Purchase Requisition completed in Etrieve. Items not available at Food King or significant savings is offered elsewhere, items may be procured after receiving P-Card approval.