

Purchasing Policy

Purchases can also be made directly by staff and faculty using the computerized purchasing system accessible through the College's website. Such purchase orders are submitted to the Purchasing office for approval before being sent to vendors.

Many purchases for the College can also be made using the VISA Corporate or Purchasing cards that are issued to selected members of the staff and faculty. Visa card purchases are not reviewed by the Purchasing Dept. Individualized statements are sent to all cardholders by Wachovia for review and the statements must be approved by the cardholder's supervisor and returned to Purchasing. (For further details, see Corporate Card Policies and Procedures form available from the Purchasing Dept.). VISA card expenses are automatically deducted from the department's budget by the Comptrollers Office. Requests for new VISA cards can be submitted to and are processed by the Purchasing Dept.

The Purchasing Dept. is ready to assist all users in conducting product searches, price comparisons and requests for bid. The Purchasing Dept. also sets up blanket orders and service contracts as required. The Purchasing Dept. is happy to answer all policy and procedure questions which the user has. Please call us for assistance.

Payment of invoices is the responsibility of the departments receiving the goods or services.

Various state and federal tax exemption forms are available from and are issued through the College Purchasing office. Questions about tax exemption and tax exemption forms should be addressed to the Director of Purchasing.

Personal purchases of certain items can be made through the College using the services of the Purchasing Office on a limited basis and when convenient with the Purchasing Office. Payment directly to the vendor is the responsibility of the staff or faculty member. All purchases are taxable. Please contact the Purchasing Dept. for further information.