

I Need To Purchase Supplies...What Do I Do?

PRESENTED BY CONNIE HARRIS



Go to <http://eprocurement.nc.gov/>

1. Are the items on State Contract?

- (State Term Contracts Listing or State Term Contract Catalog Search)

2. Several vendors have Punchout Catalogs available to search.

- (State Term Contract Catalog Search; Uncategorized Items; More...)

3. If not on State Contract, are you using an approved vendor?

- (Public Vendor Search)

4. After determining this information, complete the Purchase Requisition in Etrieve.

- <https://etsts.montgomery.edu/idsrv/login>

Complete the Employee Information



Purchase Requisition

Name

[REDACTED]

Employee ID

[REDACTED]

Department

Arts & Sciences

Supervisor

Dean

Complete the Vendor Information

Vendor Information

Vendor

Mckesson

Vendor ID

E-Procurement

Contact

NCSC 475E

Address

City

State

Zip

Complete the Requestor Information

Requestor Information

Requested By

Date Issued

Date Required

Complete the Information for Each Item

| Line # | Qty | U/M | Cost | Code | Total |
|-------------|-----|--|----------|-------|----------|
| 1 | 2 | cs | \$ 44.71 | 20142 | \$ 89.42 |
| Description | | #48611310 McKesson Mfr# 14-686 Nitrile disposable gloves, medium; box of 100 | | | |
| | | <i>Complete Unit/Measure</i> | | | |
| | | <i>Leave Commodity Code Blank</i> | | | |
| 2 | 1 | cs | \$ 44.71 | 20142 | \$ 44.71 |
| Description | | #46881310 McKesson Mfr# 14-688 Nitrile disposable gloves, large; box of 100 | | | |

Complete the GL Account Code

| GL Account Number | Line # | Amount |
|---|-----------------------|-----------|
| 11-220-97-523000-22232 | 1-4 | \$ 239.19 |
| <input data-bbox="336 919 547 1076" type="button" value="+"/> | Accounts Total | \$ 239.19 |

List Shipping and Calculate Tax

| | | |
|-----------------|----|--------|
| Shipping | \$ | 0.00 |
| Tax | \$ | 15.64 |
| Total | \$ | 239.19 |

It's Good Practice to Get Quotes; Must Submit Three Written Quotes for Items Over \$5000

Airgas, Sanford NC

QUOTE

Please Quote

| SALESPERSON | JOB | PAYMENT TERMS | DUE DATE |
|-----------------------|-----|---------------|----------|
| Michael Rozzo, Airgas | | Net -30 | |

| QTY | DESCRIPTION | UNIT PRICE | LINE TOTAL |
|-----|---|------------|------------|
| 8 | Tweco electrode holder 250 AMP - A316 TWE9110-1102 | 31.10 | 248.80 |

Add Explanation for the Purchase and Vendor Notes...

Explanation

Restock Lab

Vendor Notes

Free shipping

If lower price found; please list Purchasing Flexibility information here ...refer to MCC Purchasing Manual p.2.

Add Comments Before Submitting

Comments

User>Supervisor>Dean>VP>VP Administrative Services>Purchasing Admin>Accounts Payable Admin>Archive

What Happens to the Requisition after I click “Submit”?

- The Requisition begins the journey through the “Approval Process.”
- Once Approved, the Purchasing Officer submits the Order to the Vendor.
- The Vendor ships the Order to Montgomery Community College.
- The Purchasing Officer verifies the Order, releases for payment, and delivers to the End User.

- Be Proactive, Don’t Procrastinate...
 - Depending on the Order, it can take as little as 48 hours to several weeks or months after submitting the Requisition before the items are approved, received, and delivered to the End User.

What if I Need to Use the College Procurement Card?

Use of the College Procurement Card (P-Card) is Restricted to:

- 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 **

** Purchasing is responsible for ensuring that all items procured by the college are done 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.

How Do I Use the College Procurement Card?

1. Complete and submit a Requisition in Etrieve using “Bank of America” as the Vendor for Approval.
2. Once your request is approved and a Purchase Order is created; the Purchasing Officer will send an email to contact Accounts Payable to obtain the P-Card.
3. Order the items and return the P-Card to Accounts Payable. Send receipt to the Purchasing Officer.

Why do I have to follow all these particular steps?

The College's Purchasing powers are governed by the State of North Carolina and must follow the General Statutes listed below:

➤ **G.S. 143-3 Funds from Different Sources**

➤ All funds, special, federal, local, gifts, bequests, receipts, fees, etc., as well as State appropriated, used for the purchase of equipment, materials, supplies and services shall be handled under the provisions of Article 3 of Chapter 143 of the General Statutes and in accordance with procedures established pursuant thereto by the Division of Purchase and Contract.

➤ **G.S. 143-48 State Policy: cooperation in promoting the use of small minority, physically handicapped and women contractors; purpose; required quarterly reports.**

➤ **G.S. 143-55 Requisitioning for Supplies by Agencies: Must Purchase Through Sources Certified.**

➤ **G.S. 143-58.1 Use of State Purchasing Power for Private Gain**

Questions?

Please never hesitate to ask

Questions