
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: NONCONSTRUCTION PROCUREMENTS

Code: BB0800

Policy Reference: B0801, Procurement of Equipment, Supplies, and Services

The responsibility for procurement of all materials and services throughout the Milwaukee Area Technical College District is vested in the Purchasing Department. All commitments for obtaining goods and services must be processed through the Purchasing Department. Transactions without prior approval will not be honored, and confirming orders are reserved for emergencies only. Before any purchase is made, the approvals of the appropriate supervisor and the District Office of Business Management are required.

The WTCS Procurement Policy presented in the Financial Accounting Manual FMC 6.1.1 through 6.2.2 which is based on the State of Wisconsin Administrative Rule TCS 6 and 80 CFR § 80.36 (1/1/98 Edition), is adopted as the policy and procedure for MATC effective April, 1999. Copies are available in the Purchasing Department and all MATC libraries.

All procurements must be conducted in a manner which will provide maximum and free competition. Purchasing personnel at MATC subscribe to District Board Policy, C0700, District Employee Code of Ethics and the Standard of Conduct adopted by the National Association of Purchasing Management, Inc.

DEFINITIONS AND CONDITIONS

“Procurement” means buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, equipment, or construction, and includes any other activity pertaining to obtaining supplies, services, equipment or construction. For the purpose of this regulation and procedure statement, a procurement is composed of the aggregate of all similar items where similar items are defined as all items of a common nature.

Procurements Less than \$10,000

All procurements less than \$10,000 may be obtained at buyer discretion. Telephone quotes should be obtained for procurements greater than \$5,000 but less than \$10,000. Records kept as applicable.

Approving Authority:

Date: 8/13/99

Lester C. Ingram
Vice President, Administrative Services

Title: NONCONSTRUCTION PROCUREMENTS

Code: BB0800

Policy Reference: B0801, Procurement of Equipment, Supplies, and Services

Procurements Over \$10,000 but Less than \$25,000

ALL procurements which exceed \$10,000 but are less than \$25,000 require written quotations. Quotations should be sought from an adequate number of suppliers, preferably three or more, to insure cost effectiveness is maintained. Quote files are maintained within the Purchasing Department.

Procurements Over \$25,000

All procurements which exceed \$25,000 must be bid unless negotiation is allowed pursuant to FMC 6.1.5(F). More than one procurement may be included in a single bid notice. The District may request that bids on a procurement be on a per item basis, for the aggregate, or both.

- I. An employee initiating a purchase completes duplicate (a) Internal School Requisition (Form G:01A) if the material or service is available from other departments of the Milwaukee Area Technical College, or (b) External Purchase Requisition worksheet (Form 90:13A) for transmission into the Financial System of COSMO if the material or service must be purchased from outside MATC.

IMPORTANT

It is essential that the following be included on the requisition:

- a. Campus, room number, person ordering, person to deliver to, and suggested vendor.
- b. Proper account number consisting of:
 - (1) Instructional department and course number, or
 - (2) Project number, if the material is for a funded project, or
 - (3) Noninstructional department code number, if assigned by the Business Office.
- c. A clear description of material or service required with the price of each item.

Title: NONCONSTRUCTION PROCUREMENTS

Code: BB0800

Policy Reference: B0801, Procurement of Equipment, Supplies, and Services

Separate requisitions must be used for each delivery point for which an order is submitted.

The price for each item must be indicated on the requisition. The Purchasing Department has a library of catalogs in Room M104 to aid employees in furnishing descriptions, cost, and vendor information. If necessary, the Purchasing Department will also arrange meetings with company representatives for demonstrations or additional information.

Purchasing will obtain bids or quotes for the departments. Purchasing is to be informed of any contact involving a contemplated purchase in order to determine the method of acquisition.

2. Purchasing will contact the requisitioner about any items that are not delivered after 90 days. Decisions as to whether to cancel, wait, or to reorder should be determined.

Material that must be sent out of the building must be cleared through the Purchasing Department. They will prepare the proper forms.

3. The completed external requisition will be electronically transmitted to budget manager department head internal audit, and business office for review and approval as required by dollars expended. Fully approved external requisitions are electronically transmitted to the purchasing department.
4. Internal requisitions are sent to requisitioner's supervisor for approval. Approved internal requisitions are sent to the appropriate MATC department.
5. The Purchasing Department prepares the purchase order and sends copy to the vendor. Requisitioners can review completed orders electronically in the COSMO System.

Emergency Purchases

The Purchasing Department recognizes that from time to time emergencies arise which require a rush purchase for goods or services. Emergencies are usually defined as production shutdown due to equipment failure, facilities maintenance involving employee safety or comfort, and other areas deemed potentially dangerous or life threatening. Emergency procurements should always be limited to true emergencies defined as

matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: NONCONSTRUCTION PROCUREMENTS

Code: BB0800

Policy Reference: B0801, Procurement of Equipment, Supplies, and Services

unforeseen happenings and should never be used to cover or disguise inefficiencies of personnel.

In the event an emergency arises, an External Purchase Requisition (EPR) still needs to be entered into COSMO. Requisitioner should ensure that persons required to approve the EPR are aware of the emergency so the EPR can be passed through the system as quickly as possible. Requisitioner should also advise Internal Audit that the EPR is coming for action and request that it be reviewed and passed on to Purchasing for action. Once the EPR reaches the Purchasing Department, action can be taken and a purchase order issued to allow the requisitioner to satisfy the emergency.

**GENERAL INFORMATION FOR PURCHASING
GOODS AND SERVICES AT MATC**

The Purchasing Department exists to provide the orderly and economical procurement of goods and services for the MATC District. All purchasing must be conducted in a manner which will provide maximum and free competition. The Purchasing Department is responsible for committing funds for goods and services. Transactions without purchasing approval will not be considered an obligation of MATC but that of the individual.

Because we operate as a budgetary institution, funds must be available for any purchase. As it is required to have an estimated price for every item on an external requisition, inquiries to potential suppliers should be requested through the Purchasing Department when an estimated price is not available.

In order to obtain the best purchasing power, requirements should be grouped on a district-wide basis with each dean or campus administrator reviewing for possible standardization. Department leaders should request an annual forecast of material and services. Adequate lead-time should be allowed for the procurement.

In order to comply with the WTCS Administrative Rule, a constant review will be made of requisitions to obtain formal bids on like items, either supplies or equipment that exceed \$25,000 during the course of the year.

Blanket orders for the purchase of resalable items are exempt from the \$25,000 bid policy. When nonresalable material required exceeds \$25,000 for a blanket order, bids are required. It must be kept in mind that the \$25,000 requirement is based on the entire District's needs.

matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: NONCONSTRUCTION PROCUREMENTS

Code: BB0800

Policy Reference: B0801, Procurement of Equipment, Supplies, and Services

It is elementary but still worth repeating - care must be exercised in filling out the external requisition. The campus, delivery point, person to notify, and a clear, easy-to-read description of the required material must be displayed on the requisition.

From time to time emergencies arise which require a rush purchase for goods and services. Emergencies are defined as equipment failure or facilities maintenance involving student and/or staff safety or comfort. In the event an emergency arises, an EPR still needs to be processed. Requisitioner should ensure that persons required to approve the EPR are aware of the emergency so the EPR can be passed on.

All contact with vendors concerning an order should be channeled through the Purchasing Department.

Discrepancies in price, damages, or shortages on incoming material should be reported to Purchasing. Please check your invoices carefully before signing off. Whenever material is required to be returned or sent from our buildings, a shipping memorandum is required. Please contact Purchasing and inform them of your objective in returning or sending our material.

Whenever possible, three competitive prices are required on compatible items not qualifying for formal bids. Purchasing will obtain all quotes and bids from vendors and keep them on file.

Schedules will be developed for commodity buying for the district. For instance, steel, lumber, electrical supplies, weld rod, office furniture, office machines, paper, janitorial supplies, etc., will be contracted for on an annual basis.