

# Mohawk Valley Community College

## 4002 Purchasing

<b>Policy Name:</b>	4002 Purchasing
<b>Issued:</b>	1/23/2012
<b>Revision Date:</b>	3/6/2026
<b>Responsible Office:</b>	Business Office

This procedure accompanies 4002 Purchasing Policy.

### Procedure Overview:

The Purchasing Department ensures compliance with all applicable laws and regulations and seeks to obtain the lowest responsible price at the time of purchase.

The Purchasing Department is responsible for placing all orders for goods and services on behalf of Mohawk Valley Community College. All requests must be submitted using the official Purchase Requisition form. The Purchasing Department has sole authority for vendor selection and for obligating the College to a purchase. While requestors may recommend vendors, the final selection is made by the Purchasing Coordinator.

Purchases between \$.01 and \$19,999 require quotations unless exempt (see Using Sources Exempt from Quotations and Competitive Bids). Competitive bids are required when aggregate annual expenditures exceed \$20,000 for goods and services or \$35,000 for facilities contracts, in accordance with New York State General Municipal Law. Efforts should be made to determine aggregate expenditures and to include at least one qualified local vendor, defined as a business located in or maintaining a presence in Oneida County.

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### Responsibility of the Employee/Requisitioning Department

The requesting department must:

- Complete the Purchase Requisition form
- Obtain all required signatures and approvals.
- Attach supporting documentation.

Unauthorized purchases made by individuals other than authorized purchasing personnel are not legally binding to Mohawk Valley Community College and may become the financial responsibility of the individual who incurred the expense.

## Conflict of Interest Policy

No College employee or officer shall have a financial interest in any contract with the Mohawk Valley Community College in accordance with Sections 800–808 of General Municipal Law and Board of Trustee 2004 Conflicts of Interest Policy.

## Using Sources Exempt from Quotations and Competitive Bids

Purchases from current NY State contracts, SUNY contracts, or U.S. Government price lists follow the negotiated terms, giving Mohawk Valley Community College added protection in disputes. Requisitions under these categories do not require additional price quotes and are exempt from competitive bidding:

- Purchases made from New York State contracts ([www.ogs.state.ny.us](http://www.ogs.state.ny.us)) (Section 104 General Municipal Law), SUNY contracts, Oneida County contracts (Section 408A County Law) or U.S. Government price lists
- Purchases of parts/enhancements for existing equipment
- Purchases of materials or items that must "match exactly" with items purchased previously
- Membership fees
- Purchases made directly from the manufacturer
- Fees to accrediting organizations
- Educational testing materials
- Preventative maintenance agreements for specialized equipment
- Advertisements
- Emergency situations as declared by the President or appropriate Vice President
- Consultant fees
- Purchases from correctional institutions (section 186 Corrections Law)
- Purchases from agencies for the blind or industries for the disabled (Section 175B Finance Law)
- Sole source (e.g., patented software); written justification required

## Expenses Ineligible for State Aid Reimbursement

The following expenses are not eligible for reimbursement and will not be paid:

- Individual memberships in professional organizations and associations (exception: when institutional memberships beneficial to the educational purposes of the College are not available, or when the individual membership serves the same benefit to the College, and is more cost effective for the College)
- Contingency accounts
- Subcontracted food service and bookstore expenses and losses
- Dormitory operation/administrative expenses
- Penalty fees for overdue payment of legal obligations
- Collection agency fees for delinquent student accounts (fee is added to the student's account)
- Student cap and gown rentals
- Student activities (e.g., student publications, student-faculty receptions)
- Faculty-Student association and activity expenses
- Rental and maintenance costs for property not used for College purposes
- Food, beverage and entertainment expense for College social functions
- Matching funds for off-campus College work study programs
- Administrative overhead expenses otherwise chargeable to federal programs (e.g., SEOG, NDSL, CWS, etc.)
- Service area educational program, non-State University approved expenses
- Reimbursement for alcoholic beverages

## Requisitions

The requisition process includes a system of authorizations and safeguards designed to make improper or illegal purchasing difficult to initiate or conceal. The Purchase Requisition form is used to request a purchase order. A completed form is the source document for the purchase order. Incomplete requisition forms (e.g., those without the required signatures or supporting documents) will be returned. Processing costs exceed \$50 per purchase order; purchases should be planned to meet the minimum processing cost. Exceptions are at the discretion of the Controller. The requisition must include:

- Date/department/receiving department

- Quantity/cost/description of items requested (\$50 minimum)
- Vendor name/address
- Budget account to be charged
- Processing instructions (e.g., fax the purchase order, prepayment required, etc.)
- Required signatures
- Quotations (if exempt, write “exempt” on the requisition) and any supporting documents
- All advertising requires “Tear Sheets or Notarized Affidavits Required” written on the requisition
- All labor requests require “Certified Payroll Required” to be written on the requisition

The original completed Requisition Form must be sent to the Purchasing Department; a copy should be kept.

## Quotation Requirements and Exemptions

Quotations must be documented by the requestor, including date, vendor contacted, price, and delivery terms. The Purchasing Department will provide assistance as necessary; it maintains a list of vendors for various types of equipment, materials and supplies.

Quotations are required for all non-exempt purchases.

### Requisition

Estimated Total Value (incl S&H)

\$0.01 - \$999.99 One written quote. Attach quotes to requisition.

\$1,000 - \$2,499 Two written quotes. Attach quotes to requisition.

\$2,500 - \$19,999 Three written quotes or RFP. Attach quotes to requisition.

\$20,000 and above Competitive Formal bid required. Send specifications to Purchasing Department.

### Facilities

(Estimated Total Value)

\$0.01 - \$999.99 One written quote. Attach quotes to requisition.

\$1,000 - \$2,499 Two written quotes. Attach quotes to requisition.

\$2,500 - \$4,999 Two written quotes. Attach quotes to requisition.

\$5,000 - \$34,999 Three written quotes or RFP. Attach quotes to requisition

\$35,000 and above Competitive bid required. Forward specifications to Purchasing Department.

An effort must be made to get the required number of quotes or bids. If that number cannot be obtained, the attempts (such as emails or fax requests) must be documented and included with the requisition. For purchases below the set cost limits, the Purchasing Coordinator may allow quotes to be obtained verbally or through written/fax price quotes if it is in the College’s best interest.

## Competitive Bids

Competitive bidding is required by NYS General Municipal Law when annual spending exceeds \$20,000 for goods/services or \$35,000 for Facilities.

This process ensures public funds are spent legally, secures the best value, and gives qualified vendors an equal opportunity to compete for business with Mohawk Valley Community College.

Competitive bids must be sealed and publicly advertised in at least two newspapers. Bid specifications list the deadline, location, and time for submission. Bids are opened and read aloud at the specified time, and no late bids are accepted. Contracts are generally awarded to the lowest responsible bidder. If no bid is acceptable, the process must be repeated, contracts are awarded in compliance with NYS General Municipal Law.

To submit a bid request:

- Plan in advance when submitting a request for a competitive bid. Turn-around time is 14 days for competitive bid requests. Legal notices, prepared by the Purchasing Department, must be submitted to the newspapers four business days in advance of the publication date. A bid must be advertised for 5 to 14 days prior to the bid opening, depending on the goods or services being solicited.
- Email to the Purchasing Department the request and a detailed specification of the goods or services needed.
- Once the bid has been awarded, a completed Purchase Requisition form must be submitted to the Purchasing Department to complete the process.

## Equipment

Equipment is defined as machinery, vehicles and apparatus costing \$1,000 or more with a probable useful life of at least two years that is used repeatedly without any material impairment of physical condition. All equipment is charged to Account 72100.

## Prepayments

Prepayments for travel, goods and certain services are processed when sufficient justification for prepayment is included with the request. "Prepayment required" must be written on the requisition form, and documentation attached (e.g., a photocopy of the order form) prior to submission to the Purchasing Department for processing. The Accounts Payable office (ext. 5577) can answer any questions concerning prepayments.

## Blanket Orders

Blanket purchase order requests require the approval of the Controller. Blanket orders allow the purchase of an item on an "as needed" basis and are used primarily for frequent purchases from the same vendor. "Blanket Order" should be written on the requisition form, as well as a "Not to exceed" dollar amount prior to submission to the Purchasing Department for processing.

## Confirming Orders

Verbal or telephone orders, subject to subsequent confirmation by a written purchase order may be given in cases where the need for immediate action exists. These orders are rare and require approval by the Vice President for Administrative Services or designee. Lack of proper planning is not justification for confirming orders. "Confirming Order, Do Not Duplicate" must be written on the Purchase Requisition form, which is submitted to the Purchasing Department for processing.

## Purchase Orders

Mohawk Valley Community College uses program generated numbered forms for Purchase Orders for internal control. The Purchasing Coordinator is the only person authorized to commit Mohawk Valley Community College to a purchase. Vendors must be in possession of a properly executed purchase order before goods or services are delivered to Mohawk Valley Community College.

The source document for a purchase order is the Purchase Requisition form. Requisitions are checked for accuracy, required signatures and supporting documents (e.g. quotations). Appropriate changes are made in accordance with established procedures. The Mohawk Valley Community College chart of accounts is used to match the account codes charged against the requested items. The account code on the requisition must have unencumbered funds to cover the total projected cost. All requisitions data is then entered into the Banner system and a five-part purchase order is generated.

All purchase orders are reviewed and signed by the Purchasing Coordinator or the Controller. The printed purchase orders are separated and distributed as follows:

- Vendor Copy
- Receiving Copy
- Department Copy
- Inventory Copy
- Business Office Copy

## Receipt of Goods and Services

All goods from vendors are delivered to the receiving dock in the Facilities Department. The Facilities Department sends the goods to the receiving department listed on the purchase order. It is the responsibility of the person receiving the order to inspect the goods and the quantity and compare it to the detail referenced on the purchase order.

When the goods (or the services rendered) are received:

- Match the items against the receiving copy
- Enter the quantity received
- Check the appropriate Material Safety Data Sheet (MSDS) box

- Sign the receiving copy
- Obtain a second signature as co-signer
- Return the receiving copy to Accounts Payable

When the goods received (or services rendered) are not acceptable:

- The Purchasing Department should be contacted as soon as possible. For goods, the shipping box is saved.
- The Purchasing Department contacts the vendor for a Return Material Authorization (RMA) number and return instructions.
- The Purchasing Department contacts the department with the return information.
- The items returned are denoted on the receiving copy as “Returned” and the completed receiving copy is sent to the Business Office.

The vendor is not paid until a completed receiving copy is returned to Accounts Payable and an original invoice from the vendor is received.

## Insufficient Funds

Deans/Directors have the responsibility of verifying available funds prior to submitting a requisition. Insufficient funds require a transfer of funds through the appropriate channels. Requisitions are converted to Purchase Orders only after sufficient budget appropriations are made. Failure to comply with this procedure will significantly delay the processing time of the purchase request.

## Budgetary Appropriation Transfer Procedures

A Request for Budgetary Appropriation Transfer form is used to transfer funds. The following must be entered:

- Account Description
- Account Code
- Amount Budgeted From/To
- Increase or Decrease
- Reason for transfer
- Sign and date

The appropriate Vice President /Assistant VP/Dean must approve the form and forward it to the Vice President for Administrative Services. Final approval requires the Vice President for Administrative Services and/or the President's Signature (Section 602-4 Code of Standards and Procedures to the Administration and Operation of Community Colleges under the Program of State University of New York). When approved, the completed document will be forwarded to the

department and the Controller, who will make the appropriate amendments in the budget master file.

Transfers within the same organization code and object code do not require Board of Trustees approval. All other transfers must be approved by the Board of Trustees.

There are four object codes; account numbers beginning with:

6 = Personal Services

72 = Equipment

74 = Contractual

78 = Employee Benefits

## Cancel Purchase Order

To cancel a purchase order:

- Write the reason for the cancellation on the Receiving copy
- Sign and return to the Purchasing Department

The Purchasing Department will notify the vendor of the cancellation and liquidate the encumbrance.

## Labor Contracts

A certified payroll is required on all labor contracts regardless of the dollar amount and is a condition of payment. A “Certified Payroll Required” notice appears on the purchase order. The vendor must provide the certified payroll document before payment is made. Exception: a vendor who owns the business and performs all the work is exempt from certified payroll providing the vendor sends a letter to the College attesting to the same.

## Travel (Refer to the Travel Procedure)

File a Travel Authorization with Accounts Payable before submitting any requisition relating to travel to the Purchasing Department. The purchase requisition is not processed until after this document is on file.

For College sponsored bus trips, a list of the attendees must be attached to the requisition before the request is processed.

### Approval Requirements

- All college-wide printing and advertising must be approved by the Director of Marketing and Communications.
- All computer hardware and software requests must be approved by the Executive Director of Information Technology. Contact that department for the appropriate procedure to be followed.
- All charges to other than home department must be approved by the person responsible for the account. (e.g., if the Vice President for Learning and Academic Affairs wishes to charge

a Facilities and Operations account, that charge must be approved by the Vice President for Administrative Services.)

- The Controller has final approval/disapproval responsibility and authority for any expenditure he/she considers questionable. He/she is authorized to obtain additional information/justification for any purchase order or voucher.
- Purchases can be made only if sufficient funds are available in the budget line to be charged. Should a transfer be required, it must be approved before a purchase is placed.
- Purchases must be made in accordance with the most recent MVCC Purchasing procedures.

## Payment Vouchers

Certain expenditures are exempt from the Purchase Order procedure and do not require a Purchase requisition. Payment is made on a completed Payment Voucher form with attached documentation.

Voucher payments are processed for only these items:

- Employee expenses for travel (e.g., conference expenses, mileage, etc.); please see Travel Procedures
- Reimbursement of petty cash fund
- Utility bills
- Legal notices
- Postage meter costs
- Contracts for personal services
- Library materials (e.g. books, periodicals, etc.)

The completed payment claim must contain sufficient detail to satisfactorily audit the claim. These procedures must be followed:

- The Payment Voucher must be completed in full
- The invoice must be attached
- The appropriate account code, which has sufficient funds, must be noted
- The Voucher must be signed by the petitioner and the supervisor
- The Voucher, with supporting documentation, must be submitted to the Accounts Payable Department

## Vendor Access to Employees and Students

Individuals or organizations who wish to sell products or services to College employees may do so only under the following established procedures:

### **A. Employee Benefits**

1. Organizations providing the basic retirement plans may have access to campus rooms as needed to provide services to existing clients. These include ERS, TRS, TIAA-CREF and the alternate funding vehicles.
2. Vendors of tax-sheltered investment vehicles may offer their products to employees once a year at the spring benefits fair.
3. Vendors of insurance products (health, life, homeowners, auto, etc) may offer their products to employees at both the spring and fall benefits fairs.
4. Credit unions may offer their products to employees at both the spring and fall benefits fairs.
5. Campus visits will be limited to the above times.
6. Vendors of other services require the approval of the Director of Human Resources for campus visits.

**B. Special Offers** - Special offers will be distributed at a central point on each campus. Announcements of availability will be made through such vehicles as MVCCToday.

**C. Sales by Outside Vendors** - Sales may be permitted only if the individual or organization has a contract with the College.

### **D. Student Groups Hosting an Outside Vendor will follow these established procedures:**

1. Vendors must have a valid NYS tax certificate on display at time of sale.
2. Vendors will sell only legally copyrighted or trademarked merchandise.
3. The College at its sole discretion may prohibit vendors from selling products, such as, but not limited to: phone cards, credit cards, “knock-offs” or products that may be considered “drug paraphernalia.”
4. The College at its sole discretion may end a sale at any time and may prohibit any vendor from future sales on campus.
5. Vendors will supply receipts of purchase to purchasers.
6. A mutually agreed upon contract between the vendor and the organization inviting them on campus must be on file in the appropriate college office. This contract will contain a “hold harmless” clause for MVCC (Trustees and employees), Oneida County, the officers of Student Government and officers of the sponsoring student

organization. The contract will have other information and terms as deemed necessary by the College.

7. Space allotted to a vendor will not exceed two 6 foot tables in length. Said space will be scheduled with the appropriate office no less than 5 days in advance. Vendors will not impede traffic, compromise safety, or violate fire codes, as determined solely by the College.
8. Clubs will be notified of their ability to negotiate contracts with vendors, in an effort to maximize profitability for the club.
9. The President of Mohawk Valley Community College, or designee, may waive any of these procedures as he/she deems necessary.
10. These procedures will not apply to fundraising done directly by student organizations. These apply when a student group contracts an outside party to raise funds for them.
11. These procedures will not apply to artists, authors or other entertainers who wish to sell their own material on the day of their performance at the College.
12. A sign will be conspicuously posted indicating what group is sponsoring the vendor.

## Purchasing Forms

After signing into myMV, all purchasing forms can be accessed through Dynamic Forms in the Finance section.

## Revision History

<b>Date</b>	<b>Revision Description</b>	<b>Revisions Made by:</b>
3/6/2026	Procedure reviewed, applied ADA Title II requirements and revised to follow the standard format.	Suada Ikeljic, Anne Nolan