Bloomfield College

PURCHASING POLICY

Business Expenses for Goods and Services

Revised
10/1/2013
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Introduction
The Purchasing Department functions as an agent of the College and is responsible for advising departments and units on availability and value of goods and services in the marketplace. Bloomfield College must also comply with the New Jersey Uniform Commercial Code (UCC). Sending a Purchase Order to a supplier constitutes a legal contract to buy products or services and is a negotiable instrument under the UCC. A Purchase Order must be issued PRIOR to any commitment or obligation.

Bloomfield College is required by federal regulations, as a recipient of federal funds, to maintain a formal procurement system. Its purchasing files are subject to audit by federal agencies and must include proper documentation (i.e., purchase orders, contract negotiations, bid awards, sole source justifications, etc.). Any goods and/or services purchased with College funds or College-managed funds (i.e., Federal Grants), unless identified as outside of Purchasing Services purview, are bound by conditions and requirements detailed in the Purchasing Policy.

Goods purchased and charged to grant funding, regardless of the amount, are subject to the terms and conditions of a particular grant or contract. These terms should be referred to for guidance on what expenses are allowed. Projects that are funded by the federal government are subject to the rules and requirements detailed in the Office of Management and Budget (OMB) Circular A-21.

Bloomfield utilizes a web-based purchasing system called eProcurement. EProcurement is a paperless user based requisitioning system that integrates with Colleague and adheres to existing financial review and approval requirements. All requisitions are entered into this system, checked for funding and routed for approval before being forwarded for Purchase Order processing. For further information, please refer to the section entitled “eProcurement Overview” below.

Anyone procuring any travel or business entertainment purchases should refer to the Business Travel and Entertainment Policy located on the Finance and Business Affairs website.

Purchasing Authority
The authority to enter into a purchase agreement is vested in the Purchasing Department. No individual may obligate the College to a procurement indebtedness, for any goods or services, without prior approval from Purchasing. This authority may be delegated through the use of College issued credit cards to Vice Presidents and designated key individuals.

Who Should Read This Policy or Policy Applies To
This policy applies to all Bloomfield faculty and staff.

Definitions
*Business Expense:* Charges for goods and services that foster or support the mission of the College.
**College Funds:** All funds received from internal or external sources and owned by the College, which carry with them fiduciary responsibilities. These include all unrestricted and restricted funds administered by the College.

**Conflicts of Interest:** A situation in which an individual or any of his/her family or associates either (1) has an existing or potential financial or other material interest that impairs or might appear to impair the individual’s independence and objectivity of judgment in the discharge of responsibilities to the College, or (2) may receive a financial or other material benefit from knowledge of information confidential to the College.

**Fiduciary Responsibility:** The responsibility to manage funds in a manner consistent with the mission of Bloomfield College and the conditions specified by external sources when applicable.

**Reasonable:** Not extreme or excessive. A cost may be considered reasonable if the nature of the goods and services reflects prudent action.

**Stewardship:** The careful and responsible management and protection of the College’s resources, which includes ensuring that resources are used appropriately or used according to applicable policies of the College.

**Transaction:** Any event that involves an exchange of funds, such as paying a bill to a vendor, collecting a fee from a student, or making an interdepartmental charge.

**Uniform Commercial Code:** A number of uniform acts that have been promulgated in conjunction with efforts to harmonize the law of sales and other commercial transactions in all 50 states. The UCC deals primarily with transactions involving personal property (movable property), not real property (immovable property). Sending a Purchase Order to a supplier constitutes a legal contract to buy products or services and is a negotiable instrument under the UCC.

**Non-Permissible Expenses**

Any expense that does not support the mission of the College and does not reflect proper stewardship is considered by the College as non-permissible regardless of the source of funds. When the non-permissible expenses listed below are submitted to the College for reimbursement or payment Accounts Payable will not process any payment or reimbursement of non-permissible expenses.

Please refer to the “Travel Policy” for a list of Non-Permissible Personal Expenses.

Other expenses for which College funds cannot be used include, but are not limited to:

- Expense does not support the College's mission.
- Expenses that should not be paid using personal funds (e.g., independent contractor fees, stipends, cash gifts, etc.; these types of expenses must be charged directly to the College)
- Expenses that will be reimbursed from another source.
- Any expense prohibited by law (e.g., College funds cannot be used for payments or donations to political organizations or candidates).
- Meals for one or more employees while meeting for social purposes.
- Birthday parties or other parties for a department, an employee, associate or colleague.
- Birthday gifts, retirement gifts, or other gifts for an employee, associate, or colleague.
• Holiday/seasonal decorations
• Paper goods for departmental use such as break rooms or for parties for departments, employees, associates or colleagues.
• Candies, cookies and other snacks.
• Any alcohol (except with a limited number of special events approved by the President’s Office)
• Any flowers, gifts, cards for employees, family members, associates or friends.
• Any charitable contributions – individual departments may not make donations utilizing College funding. Note: The authority to use College funds for charitable contributions shall rest in the President’s Office.
• Expense is not a reasonable or ordinary cost incurred in the conduct of official College activities.
• An expense is a personal benefit and/or does not have documentation of a compelling reason that the event and expense are essential for accomplishing the business purpose.

Responsibility and Authorization
Certain individuals bear responsibility for different aspects of the process of transacting and classifying College expenditures. It is the responsibility of faculty, staff, and students to expend funds in a manner consistent with the mission of the College and the conditions specified by external sources, when applicable. If, during the course of a transaction, any individual has reason to believe that the transaction is not in compliance with this Purchasing Policy, it is that person’s responsibility to seek direction from their unit head or the Finance and Administration Department.

EProcurement, the College’s web based purchasing system adheres to existing financial review and approval requirements. All requisitions are entered into this system, checked for funding and routed for approval before being forwarded for Purchase Order processing. All purchase requisitions in excess of $2,500 will be electronically routed to a Vice President for approval. All purchases in excess of $50,000 will be electronically routed to the Vice President of Finance and Administration for approval. For further information, please refer to the section entitled “eProcurement Overview” below.

Note: The initiator and the approver of a transaction must be different individuals, in order to ensure separation of duties.

Note: In all cases, the personnel of the Finance and Administration Department have the responsibility to audit and confirm the allowability of business expenses.

Below is a listing of individuals with a general description of their responsibilities associated with incurring business expenses.

Initiator: Before initiating a transaction on behalf of the College, it is the responsibility of the individual to assess whether the proposed business expense is in support of the College’s mission. In addition, this individual has the responsibility to ensure the following:

1. Appropriate approval has been acquired, or the individual has the appropriate authority, to initiate the expenditure;
2. The expenditure is a Bloomfield allowable business expense;
3. The expenditure is
   a. In furtherance of the College mission;
b. Ordinary and reasonable;

c. Within planned budgetary constraints;

d. In compliance with any funding designations and/or guidelines;

e. In compliance with all appropriate College policies and procedures;

f. In compliance with operating unit guidelines; and

4. Appropriate documentation has been obtained, i.e., written quote, etc.

_preparer of document:_ This individual may or may not be the same as the initiator. This individual has the responsibility to process the expenditure in compliance with appropriate College policies and procedures, and department guidelines. In the eProcurement system this person can also be known as a Requisitioner.

_approver:_ The approver must have appropriate Fund-Unit security in order to provide approval to a transaction. The approver will have one of the following relationships to the initiator: supervisor, chair, budget manager, Dean, Vice President. This individual has the responsibility to ensure the following:

1. All processing and review steps, as stated above, have been followed;

2. There is no apparent conflict of interest on the part of the Approver or other individual involved in the transaction;

3. The transaction is in compliance with all applicable policies and procedures.

_note:_ Business expenses must not be approved by a person solely benefiting from the business expense, or by this individual’s subordinate.

**Goods and Services Not Requiring a Purchase Order**

In general, goods and services listed in categories below are not within the purview of Purchasing Services. These expenses may be incurred without Purchasing Services review and approval:

1. Minor, incidental expenditures under $20.00 that may be paid or reimbursed through Petty Cash.

2. Goods and services in specific categories, regardless of value:

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Form to Use for Payment/Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable and Television Bills</td>
<td>Voucher Form</td>
</tr>
<tr>
<td>Car Service</td>
<td>Business Travel and Entertainment Expense Reimbursement Form</td>
</tr>
<tr>
<td>Cash Advances (Employee/Student)</td>
<td>Voucher Form</td>
</tr>
<tr>
<td>Conference/Registration Fees</td>
<td>Voucher Form</td>
</tr>
<tr>
<td>Cooperating Teacher Agreements</td>
<td>Voucher Form</td>
</tr>
<tr>
<td>Government Fees/Fines</td>
<td>Voucher Form</td>
</tr>
<tr>
<td>Honorarium</td>
<td>See Policy on Independent Contractor, Honorarium and Awards, Gifts &amp; Prizes</td>
</tr>
<tr>
<td>Lodging</td>
<td>Business Travel and Entertainment Expense Reimbursement Form</td>
</tr>
<tr>
<td>Meals (Business Travel and Entertainment)</td>
<td>Business Travel and Entertainment Expense Reimbursement Form</td>
</tr>
<tr>
<td>Membership Fees</td>
<td>Voucher Form</td>
</tr>
<tr>
<td>Overnight Courier (i.e. FedEx, UPS)</td>
<td>Voucher Form</td>
</tr>
<tr>
<td>Permits</td>
<td>Voucher Form</td>
</tr>
</tbody>
</table>
Refunds | Voucher Form
---|---
Student Contracts | Voucher Form
Subscriptions (renewals, magazines, newspapers, etc.) | Voucher Form
Tickets-Entertainment for student classroom curriculum paid by Bloomfield College (i.e. museum entrance, theater, concert) | Voucher Form
Travel | Business Travel and Entertainment Expense Reimbursement Form
Utility Bills (i.e. PSEG, Verizon) | Voucher Form

For goods and services not included above, specific purchasing policies may apply.

The College may pay for those goods/services not requiring a Purchase Order with a completed and approved form made payable to the vendor or person being reimbursed (available on the Finance and Administration website) and submitted to Accounts Payable with appropriate vendor-generated documentation or receipts. Documents that describe and support a business expense such as original receipts/invoice or other original vendor-generated documents that show type of expense (line item detail and amount of each line item), total amount of expense, and date the expense was incurred. Please refer to the Business Travel and Entertainment Policy (available on the Finance and Administration website) regarding incurring these types of expenses and reimbursement requirements.

Employee expense reimbursement for goods/services under $20 will be handled via the Petty Cash process. Refer to the Accounts Payable Policy available on the Finance and Administration website for further information on Petty Cash reimbursements.

**Suppliers**

**Selection of Suppliers**
Purchasing is responsible for selecting and approving sources of supply based upon their ability to serve the needs of the College in a safe, economical and efficient manner on a continuing basis. Important factors in supplier selection include past performance of suppliers and cooperation with the College.

Requisitioners are encouraged to suggest sources of supply, particularly for unusual or non-standard items. Purchasing will follow a department’s recommendation as much as possible. If a department requests a specific supplier with no substitutions, the department must provide adequate “sole source” justification on the requisition form for Purchasing’s consideration.

**Exclusive Contracts**
The College has entered into a number of contracts which include exclusivity as part of the terms and conditions. It is anticipated that this list will expand over time. It is mandatory that products and services listed below are procured through the supplier indicated. The Purchasing Office will not issue a purchase order for another supplier unless a detailed written explanation is submitted with the requisition.
<table>
<thead>
<tr>
<th>Type of Contract</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>Office Max</td>
</tr>
<tr>
<td>Beverage</td>
<td>Pepsi</td>
</tr>
<tr>
<td>Overnight Letter</td>
<td>Federal Express</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Enterprise/National (E&amp;I Contract #XZ24488)</td>
</tr>
<tr>
<td>Air Travel Booking</td>
<td>PanAm (coming this summer, 2013)</td>
</tr>
</tbody>
</table>

**Equal Opportunity**

Suppliers doing business with Bloomfield College are expected to be in full compliance with all applicable federal and state laws, rules, regulations and executive orders relating to non-discrimination, equal employment opportunity, and affirmative action. Neither the College nor its suppliers shall discriminate in either the provision of services, or in employment, against any person based on age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status.

**Confidentiality of Prices**

Pricing information solicited from suppliers is considered to be confidential and shall not be revealed to any other supplier or person. All College employees are responsible for conducting themselves with high ethical standards regarding pricing and supplier information.

The College is not responsible for the security of unsolicited information given to Purchasing by suppliers. However, the College will exercise normal diligence so that such information is not willfully used in a manner harmful to the supplier.

**The Purchasing Process**

**Pre-Planning Requirements**

Purchasing cannot over-emphasize the need for departments to evaluate well in advance their need for goods and services. The time required for review and approvals and for Purchasing to issue a purchase order (PO) and secure delivery after receiving a properly prepared requisition can vary greatly depending on many factors. Additionally, delivery of ordered materials always depends upon the suppliers’ stock and/or availability.

Purchasing encourages submittal of requisitions well in advance of the required delivery date. In general, College purchasing policy requires that all equipment and supply requirements in excess of $2,500 be competitively bid prior to placing an order (Refer to Competitive Bidding section). In most cases, this process is accomplished within one (1) to three (3) business days, depending upon the requirement.

**eProcurement Overview**

Bloomfield utilizes a web-based purchasing system. eProcurement is a paperless user based requisitioning system that integrates with Colleague and adheres to existing financial review and approval requirements. All current suppliers are accessible in eProcurement and many strategic
suppliers have catalogs within the system for easy shopping. Because it is a web-based system, eProcurement can be accessed from anywhere, including smart phones, ensuring timely review and approval and PO processing. Campus users must be approved and trained prior to being given access to eProcurement.

Users and Approvers of eProcurement are identified by the Vice President of their Division. Any additions to the eProcurement system must get approval from the Vice President of their Division.

**Purchase Requisitions**
A purchase requisition is used to initiate the procurement of goods and services and can be created for any value purchase. The requisition is prepared by the Requisitioner using the eProcurement Purchase Requisition module. After the system completes budget checking and the eRequisition receives all electronic approvals necessary it is forwarded to Purchasing.

**eProcurement - The Primary Purchasing Method**
The purpose of this section is to explain the major steps in the procurement process. Please review this section before completing a purchase requisition. If any step in the process is not clear or if circumstances are unusual, please contact Purchasing for assistance. The following represents the basic steps in the general procurement process:

1. At the start of the eProcurement lifecycle, an eRequisition is created by the requisitioner via the eProcurement system. Requisitioner should fill out all areas required on the eRequisition screen.
2. The eRequisition is sent through a gateway to Colleague to check if funding exists and if the requisitioner has access rights to the budget. If funds are available the system will pre-encumber the funds. If funding does not exist or the requisitioner does not have budget access rights then the eRequisition is returned electronically to the requisitioner to resolve the budget problem or cancel the eRequisition.
3. Once the eRequisition has completed funding check and pre-encumbered it is submitted into the approval queue as follows:

<table>
<thead>
<tr>
<th>Dollar Thresholds</th>
<th>Approver</th>
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<tbody>
<tr>
<td>&lt;$2,500</td>
<td>Budget Manger (i.e. Department Chair, Director)</td>
</tr>
<tr>
<td>≥$2,500 to &lt;$50,000</td>
<td>Budget Manager &amp; Vice President</td>
</tr>
<tr>
<td>≥$50,000</td>
<td>Budget Manager, Vice President &amp; VP Finance</td>
</tr>
</tbody>
</table>

4. The designated Approver(s) reviews the eRequisition. The Approver can change account numbers if necessary. The status of the eRequisition is now ‘Approved.’ If the eRequisition is denied rather than approved, the status of the eRequisition changes to ‘Denied’ and is sent back to the requisitioner. The requisitioner needs to make corrections based on comments from the Approver, which could include cancellation of the requisition.
5. Purchasing department will receive completed and approved eRequisitions. They will review documentation for policy compliance, recommends favorable alternatives (material or supplier) if appropriate, secures competitive pricing, if required, and reviews terms and conditions. If all documentation is acceptable, Purchasing issues a PO. Final encumbrance takes place.
immediately upon completion of the PO. (Encumbrance is the removal of the funds from the available budget balance.)

6. Requisitioners must check the electronic copy of PO for accuracy as soon as it is received. If there are any errors, please contact Purchasing so the appropriate corrective action(s) can be taken. Purchasing will NOT be responsible for any incorrect information on the PO, or any costs associated with an incorrect order.

7. PO is faxed, emailed or mailed to supplier by Purchasing department.

8. The supplier ships the material or provides the services to the Requisitioner and sends an invoice to the Accounts Payable Department.

9. Receiving (confirmation of receipt of goods) is required for all Purchase Orders. The Requisitioner completes the eReceiving documents in the eProcurement system.

10. When an invoice is received by the Accounts Payable, the invoice is checked in Colleague against the eReceiving information and, if there is a match in quantity and price, payment is issued to the supplier. No payments can be issued until eReceiving is completed by the Requisitioner.

Note: The Purchase Order, Receiving document and Invoice complete the 3-way match required by Bloomfield College.

**Purchase Orders (PO)**
The PO is the method by which goods and services are procured. It is a legal document issued by the College to the supplier that authorizes the spending of College funds in exchange for the supplier’s goods or services. Once accepted, it has the legal force of a binding contract.

**Contracting Authority**
A contract is legally enforceable agreement between two or more capable parties to do or refrain from doing some particular activity. A contract may be verbal or written, but it must include mutual obligations and the promised exchange of something of value. Only those individuals identified in Bloomfield’s Contracting Authority Policy are authorized to enter into a contract on behalf of the College.

Bloomfield College abides by the terms of the Uniform Commercial Code. Therefore, all purchases must conform to the policies and guidelines of the College. No individual may obligate the College to procurement indebtedness for any goods or services without a Purchase Order. This authority may be delegated through the use of College Credit Cards which are issued to Vice Presidents and certain delegated individuals.

Since a contract is a legally binding document, it is imperative that all contracts (regardless of document name: contracts, agreements, memoranda of understanding, proposals, terms and conditions, etc.) are reviewed by the appropriate College offices to ensure that the College’s interests are adequately addressed and protected as per the Contracting Authority Policy. The signed contract and the Purchase Order constitute the entire agreement between the vendor and Bloomfield College.
**No Confirmation Orders**

No other person may obligate the College, in writing or verbally, to any contract, agreement, purchase order, memorandum of understanding, promise or any other potentially binding arrangement.

**Competitive Bidding**

The College will generally receive greater discounts, service, and overall value through competitive bidding among equally qualified vendors. Price is typically the major factor in a competitive bid award decision. Competitive bidding is required for all purchases $2,500 and over as follows:

- **$2,500-$49,999.99**: Requisitioner is responsible for contacting a minimum of three suppliers to obtain competitive bids for the materials or services needed.
- **$50,000 and over**: Requisitioner is responsible for contacting a minimum of six suppliers to obtain competitive bids for the materials or services needed.

Bids must be submitted to Purchasing with a copy of the eRequisition. The requisitioning department should contact Purchasing for assistance if unsure about procedure. Purchasing has the right to conduct additional bidding beyond what the Requisitioner has provided and has the right to change Requisitioner’s vendor suggestion.

Competitive bidding is not required for requests of $2,500 or greater when one or more of the following circumstances exists:

1. Existing College-sanctioned supplier agreements and Exclusive Contracts are used (e.g., negotiated by Purchasing or one of the cooperatives that Bloomfield College subscribes to). These contracts can be found as a Punch-Out (a Bloomfield College specific website) or a Hosted Catalog (a Bloomfield College specific pricing page) both found on the eProcurement system.
2. Bids have recently (within the previous 12 months) been received for the same items or service and the bids are still valid.
3. The item must be purchased from a sole source distributor or manufacturer. Sole source justification is required. Purchasing has the right and responsibility to question and to require sole source justification regarding supplier selection.

**NOTE:** Splitting requisitions in order to circumvent Purchasing Policy is a violation.

**Receiving and Invoice Payment**

**Receiving – General**

We have a responsibility to our suppliers to pay promptly for any goods or services received so as not to incur finance charges for late payments. It is important that individuals accepting incoming shipments be certain that the materials have been ordered by their department (preferably before it is unloaded from the truck) and before signing the delivery slip. If a package has been addressed to the wrong department, the driver will often deliver to the correct department if the shipment has not been removed from the truck or if it is a small carton.
Receiving Procedures

It is recommended that the following procedures be followed when goods are delivered to your department:

1. Properly identify the goods.
2. Check whether the package being delivered agrees with the delivery ticket and the bill of lading.
3. Inspect the package and contents for any obvious damage. Note any damage on the delivery ticket and ask the driver to verify it with his signature prior to your signing for the delivery. Any carton damage should be noted. Make a copy of the document for your files.
4. The merchandise recipient is responsible for promptly unpacking and carefully inspecting shipments. This should be done as soon as possible after delivery, but in no more than 10 days. Keep all containers, packing material, wrappers, etc. until the inspection is complete and you are satisfied the merchandise has been received as ordered.
5. After goods have been received and inspected any discrepancies, shortages, or damages should be noted. The recipient should make the initial contact with the supplier to resolve any problems or discrepancies pertaining to the delivery. If the department cannot reach a resolution with a supplier, Purchasing will attempt to resolve the situation in order to protect the College’s interest and to complete the transaction.
6. All receiving information must be entered via eReceiving.
7. Periodically, more than one delivery is required to complete an order. Partial receipt of orders can be entered into eReceiving.
8. Upon receipt of invoice from supplier Accounts Payable will match the eReceiving document to the invoice and make payment. The Requisitioner will be contacted by Accounts Payable if any discrepancies exist.

Note: For the department to avoid finance charges the eReceiving document must be completed promptly.

Claims for Damages or Shortages

In cases of damage or shortage to a shipment, it is important that the recipient retain all shipping documentation and packaging materials. If the damage or shortage is not evident at the time of delivery, the supplier must be notified within 10 days of delivery. The supplier will then arrange for an inspection. Accordingly, it is extremely important that all containers, packaging material, wrappers, etc. be retained for the supplier’s inspection. Failure to keep this material may void the chance of processing a claim for reimbursement with the supplier. Once the claim inspection report has been received from the supplier, Purchasing can assist in determining the responsibility for processing the final claim report, depending upon the shipping provisions defined in the contract or PO.

Return of Merchandise

Merchandise to be returned to suppliers or manufacturers for adjustment or credit should be coordinated by the Requisitioner/Initiator. When a supplier has shipped items specified on the PO, they have legally complied with their part of the contract and are under no obligation to accept for credit any items delivered as specified. The supplier’s acceptance of a return is not automatic and the supplier may
assess a restocking charge. This charge, along with any freight charges, will be the responsibility of the requisitioning department. The Requisitioner must notify Purchasing that items are being returned and what restocking charges, if any, are being assessed.

Payment of Invoices
All invoices are paid by Accounts Payable (A/P). Invoices received at other departments should be reviewed and forwarded to A/P. Invoices for items on a PO will not be paid until eReceiving has been completed.

Sales Tax
The College is exempt from state and local sales taxes. Wherever possible, the College’s tax exemption certificate should be presented to the vendor in order for sales tax to be excluded from total charges on legitimate purchases of goods. This certificate is available from Accounts Payable office and from Purchasing. Sales tax on goods that exceed $20 will not be reimbursed.

In all cases, use of the College sales and use tax exemption for personal purchases is prohibited. The College sales tax exemption does not include charges subject to hotel occupancy tax.

Shipping/Handling/Freight

Shipping Terms
It is strongly suggested that the requesting department review all shipping terms on supplier quotes and if not on the quote, discuss this with the supplier. There are various shipping methods, but Purchasing strongly recommends “FOB Destination.” This stands for “Freight on Board” Destination and means that the liability for safe shipping and delivery is the responsibility of the supplier and if there is any damage during shipment, or loss of shipment, the claim process with the carrier is the responsibility of the supplier and not the College. Most quotes will be FOB Origin, which transfers the liability to Bloomfield as soon as the item leaves the supplier’s property. Many suppliers will change the “FOB Destination” if requested or if the requester agrees to pay shipping in advance.

Shipping/Freight Costs
Regarding freight costs, the two most common scenarios are “freight included,” in which freight charges are stated on the quote, and the department knows the freight cost when preparing the requisition, and the PO already includes the specific freight cost. Sometimes the freight is quoted as “prepaid and add.” If this is the case, the department knows there will be a freight charge added to the PO, but the cost is not yet known; they will be charged the actual amount once it has been determined, and it will be included later on the supplier’s invoice. In this scenario, the department does not know the specific amount of the freight at the time of requisition, but knows it will be charged for freight at some point later in the process. It is important to obtain an estimate for shipping in this instance and the estimate included on the eRequisition. Accounts Payable will pay all shipping charges unless instructed to do otherwise by department.
Expediting and Tracking
In order to expedite or locate an order, the Requisitioner should request delivery information from the supplier, and resolve any dispute or discrepancy. Communication with the supplier concerning discrepancies, delivery, descriptions, cancellations, or modifications should initially be made by the requisitioning department to the supplier and an email notification to Purchasing.

General Information

Cancellation of Orders
A PO is a binding contract between the College and the supplier. Therefore, it cannot be modified or canceled unilaterally. The Requisitioner or Initiator should contact the supplier immediately to notify them of their wish to cancel the order. A request to modify or cancel a PO or contract should be directed to Purchasing in writing via email. Purchasing will act in cooperation with the department and in the best interest of the College to advise all parties accordingly. Generally, a supplier will agree to a request for cancellation if the items have not been shipped. The department may be held responsible for any material shipped by a supplier or costs of fabricated items incurred prior to cancellation.

Change Orders
If it becomes necessary to make any change to the original PO, a change order or written correspondence via email outlining the change(s) required should be sent to Purchasing. Purchasing will notify the supplier in writing.

Check with Order / Advance Payments
At times, it is necessary to make advance payments for goods or services. In such cases, the Requisitioner must indicate in the eRequisition note field that a check should accompany the PO. Pre-payment will be made at the discretion of and arranged with Purchasing and Accounts Payable. An invoice from the supplier or documentation from the supplier requiring pre-payment will be necessary.

Conflict of Interest
Only the highest ethical principles are to be employed by all persons involved in the procurement process. It is the responsibility of each member of the College faculty and staff and of Purchasing to take all appropriate steps to assure that the College does not knowingly enter into a purchase commitment which could result in a conflict of interest situation. A conflict of interest exists when some factor (e.g. financial or personal interest in a supplier) interferes or appears to interfere with or influence a purchaser’s ability to be completely impartial and loyal to the College’s interests.

Standardization
Commonly used items (e.g. office supplies, copiers, computers, and laser printers) are standardized as much as possible in order to gain maximum quantity discounts, to lessen the variety of items carried in stock and in various departments, and to reduce the number of small orders at retail prices and expensive processing costs. Standards are determined by Purchasing.
Special Procurement Items

Air Conditioners
All requests for air conditioning equipment (window units and otherwise) should be directed to Facilities Services at x1263. Purchasing will not order air conditioners without approval from Facilities Services.

Audio Visual Equipment
To ensure that certain standards of quality and consistency are met in the procurement of A/V components, and to ensure proper system design and integration, all A/V related purchase requests must be evaluated and approved by the multimedia specialist / in-house A/V integrator or the IT Department. Typical examples would be requests for: larger screen displays, SmartBoards, projectors, installed classroom sound systems, A/V podiums, projection screens, A/V switchers, control systems, etc.

Computers, Printers, Software, Fax Machines and Telephones
The College has contractual arrangements for computers, printers, software, fax machines and telephones which the IT department handles and coordinates. All requests for this equipment will be processed by the IT department and charged back to the requesting department. Contact the Help Desk at X1224 or email to place requests.

Copy Machines
All copy machine requests must come through Purchasing. Purchasing will work with the department to obtain a machine.

Custodial Items
All requests for custodial items (i.e. air freshener, hand soap, paper towels, etc.) should be directed to Custodial Services at x1263. Purchasing will only order Custodial items for the Custodial department.

Furniture
All furniture requests must come through Purchasing. Purchasing will work with the department to select furniture and obtain a quote. Department will then create an eRequisition upon receipt of their quote.

General Contracting
All contracting for construction, renovation, etc., should be coordinated with or approved by Facilities Services.