

3357:13-17-303 Vendor Relation Procurement Procedures/Vendor Relations Letter

- (A) Procurement Responsibilities - All procurement responsibility at North Central State College is with the Office of the Vice President for Business and Administrative Services and the Purchasing Office. No commitment for equipment, materials, or services from any other source will be recognized as a legal obligation of North Central State College.
- (B) Vendor Visitations - Vendors are welcome, upon their request, to come to campus to consult with North Central State College personnel. No such visitations will be made without the knowledge of the Purchasing Office.
- (C) Procurement Procedure
 - (1) The procurement procedure at North Central State College begins with the submission of a requisition to the Purchasing Office. The Purchasing Office checks the requisition for accuracy of specifications and makes a decision relative to competitive selection.
 - (2) Competitive procurement shall be used:
 - (a) When procuring equipment, materials, supplies, and services totaling more than \$20,000 or more than \$40,000 within a twelve month period unless the same are covered by contracts or existing competitive bids.
 - (b) When procuring printed material services totaling more than \$500.
- (D) Pricing - Price variations must be approved by the College prior to shipping. The acknowledgement copy of the purchase order is for the vendor's use in notifying Purchasing of price changes and shipment dates. Please use the acknowledgment or call Purchasing at 419-755-4772 for approval of price increases.
- (E) Quotations - Quotations are required to be in the Purchasing Office by designated time and date. Late bids will not be considered. Telephone bids are not accepted in competitive situations. If the vendor does not wish to bid for whatever reason, the bid request must be annotated, signed, and returned to the Purchasing Office by bid due date. Failure to do so may jeopardize the chance of receiving future bid requests.
- (F) Awards - It is the intent of North Central State College to select the lowest and best bid for the purpose intended. Award decisions will consider price, quality, service history, and delivery.
- (G) Orders - All purchasing commitments are expressed by the issue of a formal purchase order.
 - (1) The vendor will not consider that he/she has an order until he/she receives an official purchase order. Verbal orders, even with an order number, will be considered only declarations of intent.
 - (2) The vendor may make preliminary arrangements recognizing the transaction is yet to be officially confirmed. No amendment to a purchase order is permitted by anyone other than

the Purchasing Office. Any changes requested by others must be promptly reported to Purchasing Office personnel. All correspondence relative to a purchase order must be directed to the Purchasing Office.

- (H) Deliveries and Returns - All deliveries must be made to North Central State College Central Receiving. Equipment deliveries that require installation or special handling may be delivered directly to the location, but only after stopping at North Central State College Receiving for checking in and instructions. All returns must be through North Central State College Shipping/Receiving, and Purchasing.
- (I) Visits To Purchasing - Vendors are expected to keep their visits brief and informative. Purchasing wants to know what is new and would like to be kept informed of impending process changes and other information of advantage to the College.
- (J) Gratuities - The acceptance of gifts from a vendor by College personnel in any form whatsoever is absolutely prohibited.
- (K) Demonstration Equipment or Materials - Demonstration equipment or materials will not be left on Campus without the knowledge and consent of the Purchasing Office. The institution accepts no responsibility for demonstration materials left on Campus.
- (L) Personal Purchases - North Central State College does not purchase materials, equipment, or services for personal use by the faculty or staff, nor will arrangements be made by purchasing personnel for personal buyer/seller situations.
- (M) Advertising - No vendor shall advertise the fact of a contract with North Central State College without the written permission of the Vice President for Business and Administrative Services.

Effective: October 15, 2007

Expires: July 1, 2024

Review Dates: 10/25/05, 10/15/07, 7/17/19

NORTH CENTRAL STATE COLLEGE

PROCUREMENT PROCEDURES

VENDOR RELATIONS

Dear Vendor/Supplier:

This letter has been issued to address how vendors and suppliers of North Central State College (NC State) should be handling requisitions for the purchase of goods and services.

As per the Ohio Revised Code 5705.41(D)(1) prior certification is required by NC State's Fiscal Officer, Lori McKee, Treasurer, before an employee or associate of the College can make any contract or give any order involving the expenditure of money. This certification involves the issuance of a purchase order signed by the Fiscal Officer and assigned a valid purchase order number to certify that the amount required to meet the obligation has been lawfully appropriated for such purpose. Please be advised that if goods are released or services performed without prior certification, these orders can be considered void.

The certified purchase order will be mailed or faxed to you as authorization for the contract or order. Therefore, you must reference your assigned purchase order number on all paperwork associated with the order (i.e., order acknowledgements, packing lists, and invoices). This, in turn, will help NC State to process payments and paperwork necessary for the receipt of goods and services in an expedient manner.

As a further note, North Central State College and its associates will not accept personal gifts or gratuities from vendors or suppliers. This is an unethical practice and will not be tolerated. Please do not foster unethical practices by offering such gifts or gratuities to our associates.

If you have any questions regarding this letter, please contact me at 419-755-4828 or e-mail lmckee@ncstatecollege.edu

Sincerely,

Lori L. McKee
Vice President, Business Services/Treasurer