

## Trinity Valley Community College

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Trinity Valley Community College  
107501

### PURCHASING AND ACQUISITION: PURCHASING PROCEDURES

CFD  
(LOCAL)

Any division ordering supplies, equipment, and/or services must submit a properly completed requisition for purchase to the purchasing agent before the purchase is made.

Business office personnel shall then determine if there is a sufficient unencumbered balance to make such purchase. Upon approval by the immediate supervisor or the appropriate vice-president, the purchase order shall be prepared by the purchasing agent and shall be distributed immediately. If funds are available, the purchase order shall be returned to the administrator making the request.

Exceptions to the above policy shall be considered on an individual basis.

#### RECEIVING

If a department other than the purchasing department receives shipment of equipment or supplies, the person receiving supplies or services shall notify the purchasing office when the order has been received. The person receiving the supplies or services must send the packing slip (signed and dated) to the business office as soon as the order is accepted. If the order has been improperly completed, the business office shall be notified immediately.

The business office shall not pay any invoices until the following has been received:

1. Completed purchase order.
2. Freight tickets, if applicable.
3. Signed packing slips and/or invoices stating that the merchandise has been received.

#### PURCHASING AT CENTERS

Campus deans shall follow the same purchasing procedures as described above. Requisitions may be made over the phone in cases where the need is great and time is of the essence.

## EMERGENCIES

The business office recognizes that emergencies arise; each emergency shall be handled on an individual basis.

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DATE ISSUED: 03/13/1995

LDU-11-95

CFD(LOCAL)-X

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