



Purchasing Manual

Purchasing Department
3/29/2024

Purchasing Manual

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Purchasing Definitions

The following definitions are used by the Purchasing Department and are provided for reference.

Advice of Change – A document used to alter the terms of an existing purchase order. The Advice of Change must follow the same procurement process as the original purchase order.

Agency Price Agreement (APA) – Pricing agreement established by CCRI Purchasing for college-wide requirements for certain commodities. These agreements can be used for goods or services that are frequently used, require a short turn-around time, or when a specific quantity or time is cannot be predicted.

Blanket Order – A purchase contract with a vendor to provide the purchasers' requirements for an item(s) or a service, on an as-required basis for a specified period of time. Used when the same services or product will be employed multiple times.

Delegated Purchasing Authority – Transfer of purchasing authority from the R.I. State Purchasing Agent to CCRI/Higher Education in accordance with the provisions and limitations of [Chapter 37-2 of the R.I. General Laws and Regulations](#).

Emergency – Situation to which an urgent response is required. Immediate dangers to health and safety, threats to property, research, and failures of critical equipment constitute emergencies.

Master Price Agreement (MPA) – Pricing agreement which has been pre-established by State Purchasing commodities, services, or vendors pre-selected from whom bids are solicited. The state MPA list is available at <https://www.ridop.ri.gov/contract-board>.

Office of the Postsecondary Commissioner (OPC) – Serves as the definitive resource for information on and the interpretation of Council policy for public higher education. Some purchases may require approval from this entity.

Purchase Order (PO) – Document to formalize a purchase transaction with a vendor.

- *Direct Purchase Order* – A CCRI generated PO based on delegated authority or MPA.
- *State Purchase Order* – State Purchasing will conduct the bid process and issue a PO to the College. The College Purchasing Department will issue the official CCRI PO to the vendor.

Requisition – A document that is used to initiate ANY solicitation for the purchase of goods and services. The requisition should include: the suggested vendor, detailed descriptions/ specifications of the goods or services to be procured, information on when the goods or services are required, delivery information, and the accounting information linked to a department budget.

Self-Service Banner 9 (SSB9) – Online method for accessing Banner through MyCCRI. Access to the Banner Admin module was discontinued in early 2024.

Sole Source/Proprietary Purchase – A sole source, single source or proprietary situation exists when it is determined that only a singular item or service will meet the specific needs of a department. Or, this item or service is available from only one source of supply. A request that is deemed sole source, single source, or proprietary results in a noncompetitive procurement, regardless of the price. Listed below are examples of sole source/proprietary situations:

Examples of Sole Source:

- Goods or services are produced, created, or manufactured by the vendor and are sold exclusively by the same vendor.
- A distributor has been designated by the manufacturer as their sole agent in a restricted geographical area.

Examples of Proprietary or Brand Specific:

- A user department may submit requisitions specifying brand names if the item(s) are needed to integrate with existing goods or equipment.
- Brand names may also be specified for the purchase of certain teaching aids (ex. lab test kits used in the classroom).

A justification for Non-Competitive Procurement must be sent to the Purchasing Department along with any written quotation(s) from the vendor. The Purchasing Department is responsible for reviewing the request and supporting documentation. If the request is acceptable, Purchasing will process the requisition accordingly. The State will still run a “bid process” on a sole source.

State Requisition – A document that is used to initiate ANY solicitation for the purchase of goods and services through the State of Rhode Island Purchasing Office. The requisition should include: the suggested vendor, detailed descriptions/ specifications of the goods or services to be procured, information on when the goods or services are required, delivery information, and the accounting information linked to a department budget. These requisitions are processed through State of RI Purchasing and not CCRI Purchasing.

Signatory Authority – An individual who has the financial responsibility to sign off on legal and financial documents.

Request for Purchase/Quote (RFP/RFQ) – An official solicitation, made through a bidding process, for purchase of goods or services made to potential suppliers. These suppliers then submit their proposals or quotes for review.

W-9 Form – Payer’s request for taxpayer’s identification number and certification. The IRS requires this form to be completed by persons and businesses doing business with the college. When a department is using a new vendor, the department is responsible for obtaining the proper W-9 information from the vendor.

General Policies

1. All purchasing activity of the Community College of Rhode Island shall be vested in the Director of Purchasing and the College's Purchasing Department.
2. It shall be the policy of the College to adhere to the [Rhode Island Purchasing Laws](#) and the Regulations related thereto, and to comply with appropriate statutes of the U.S. Government, and established rules, regulations, and directives issued by the State and the Board of Governors for Higher Education.
3. It is the College's policy to obtain supplies, services, and equipment at the lowest cost to the College and the State as is consistent with quality, quantity, durability, availability, and serviceability as required by the using departments of the College.
4. Purchasing activity shall be conducted on a basis to encourage open competition to the maximum practicable extent, provided that the quality and features needed by the user are satisfied.
5. Vendor relations is a function of the Purchasing Department, and as such all vendor representatives should contact the College Purchasing Department before visiting other Departments on campus. Vendor contact/visits must adhere to [State of Rhode Island Law H8101A](#) and [S2586A](#) as [R. I. General Laws § 37-2-13.1](#) (entitled "Procurement Regulations – Request for Proposal").
6. Only the Purchasing Department is authorized to commit the Community College of Rhode Island for materials and services. Purchases, agreements to purchase, or changes to existing purchase agreements made by any individual or department without prior approval from the Purchasing Department are not legally binding upon the College. Such unauthorized purchases will not be honored by the College and may become the obligation and financial responsibility of the individual who incurred the commitment.
7. No department or individual is authorized to obligate the College without obtaining prior approval from the Authorized Agent and, when applicable, Grant, Contract Accounting, and CCRI Foundation Offices.
8. Individuals are not allowed to make purchases in the name of the Community College of Rhode Island, and delivery of all purchases will be authorized only to locations that are College owned or controlled. The use of College letterheads and stationery are not permitted for personal correspondence or use.
9. All College personnel must refrain from accepting gifts or gratuities from vendors, and it is essential that purchasing personnel maintain "arm's length" relationship with suppliers, potential suppliers, and their representatives. References include the Code of Ethics and Conflict of Interest statutes as in [Section 36-14 of the General Laws](#), the State Code of Procurement Ethics outlined in [Section 37-2- 9 of the General Laws](#), and Section 3.4 of the [State Procurement Regulations](#).

10. All vendors must comply with the nondiscrimination clauses relative to equal employment opportunity for all persons without regard to race, color, sex, religion, or national origin as prescribed by state and federal law, and the applicable rules and regulations related thereto.
11. It is the policy of the College to comply with all federal and state statutes that address the support of minority and women owned businesses. Certified minority business enterprises will be utilized by buyers to the maximum practical extent without violating general purchasing principles or other applicable laws and regulations.
12. Specifications, which may be on a brand name or equal, performance, or detailed and design basis, will be established by the requisitioner/user and will not be changed or substituted by Purchasing without first consulting said requisitioner/user.
13. Departments and individuals are encouraged to recommend prospective vendors to the Purchasing Department for their procurement requirements, but final selection of vendors remains the responsibility of the College Purchasing Department.
14. Whenever practicable and in the best interest of the College, purchase requisitions and orders will be grouped to take advantage of quantity discounts.

Objectives and Responsibility of the Purchasing Department

The objectives and responsibility of the College Purchasing Department are as follows:

1. Provide the needed materials, supplies, services, and equipment requested on a timely basis and with a minimum investment, consistent with sound business practice, to support the educational mission of the College.
2. Solicit informal and public bids, as well as requests for proposals, to obtain maximum value from the expenditure of College funds in the procurement of requested materials and services from vendors.
3. Service the College community by constantly striving to find new and better products, sources of supply, and improved ways of meeting the needs of users.
4. Assist College departments when emergency purchases are necessary, and in locating substitutes in cases of material shortages, strikes, or other special circumstances.
5. Educate College personnel and departments, through individual and/or group training sessions, in the established procurement practices and procedures of CCRI.
6. Protect the College against unethical or unfair trade practices, and unrealistic or unauthorized price increases.
7. Maintain liaison and good relations with the various vendors that service the College.
8. Strive to improve procurement systems, practices, and procedures to effect maximum efficiency and economy. Utilize buyer judgment in determining when and if a particular procurement form or procedure is necessary and should be used or followed.
9. Conduct price evaluations and analysis from prospective vendors to determine whether submitted prices are fair and reasonable. All factors will be considered and weighed in this process including price competition and comparisons, catalog or market prices, published price lists, as well as quality and delivery in making a final determination.
10. Maintain a vendor file and commodity/bidders list.

Responsibility of the Requisitioner

Individuals who are authorized by their dean, director or department head to originate requisitions for materials and services assume the following responsibility:

- Ensure that the College Requisition, when prepared, is legible, concise and complete with all the appropriate approvals and attachments. Be sure to include detailed specifications.
- Anticipate department requirements and plan purchases in order that a reasonable amount of lead time may be allowed for processing and if required, public bidding.
- Combine, whenever practicable, relatively small requisitions for similar types of materials, in order that bids may be issued for reasonable quantities and effect more substantial savings.
- Requesting departments shall include competitive quotes for goods/services over \$500 up to \$5,000 with the requisition. Requisitions that fall into this cost range will be entered in Self-Service Banner 9 (SSB9) with three (3) competitive quotes attached to the request. Requests for MPA purchases should follow the quote tolerances established per the MPA.
- Notify the Purchasing Department of any special requirements of your purchase request, e.g., bulk shipment or especially large equipment that requires special moving or handling.
- Obtain the necessary fund approvals from the Grant, Contract Accounting, and CCRI Foundation Offices as necessary.
- Become familiar with the College's purchasing practices and procedures to ensure that procurement requests are prepared properly to accommodate efficient processing. Requisitions that remain incomplete will be deleted after one (1) month. Completed and approved requisitions will be deleted when requests for further information remain unanswered or resolved after one (1) month. (e.g. unsolved budget concerns, missing information and documentation, etc.)
- The Purchasing Department conducts information sessions, training, and instruction regarding requisition entry, purchasing practices, and procedures during the course of the year. Purchasing encourages all staff and faculty to attend.
- Contact the Purchasing Department when a purchase order is not forthcoming in a timely fashion for requested goods or services, or when goods or services are not received in accordance with the delivery schedule indicated on the purchase order.
- Sign and date the Invoice Payment Verification page of the PO as soon as the correct material has been received in satisfactory condition and forward it immediately to [Accounts Payable](#) to accommodate payment. In the event material is received that is incorrect or defective, a return authorization should be immediately requested from the vendor. If the return is denied by the vendor, the Purchasing Department should be notified to handle the situation.
- When goods or services provided by a vendor are unsatisfactory, a Purchasing Complaint Form should be forwarded to the College Purchasing Department to initiate corrective action.

Purchasing Code of Ethics

1. Give first consideration to the objectives and policies of the Community College of Rhode Island.
2. Grant all competitive suppliers equal consideration insofar as State or Federal Statutes and Institutional policy permit.
3. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
4. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
5. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
6. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of my institution permit.
7. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
8. Cooperate with trade, industrial, and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
9. Strive to obtain the maximum value for each dollar of expenditure.
10. Decline personal gifts or gratuities.
11. Foster fair, ethical, and legal trade practices.

Delegated Authority Limits

The State has delegated purchasing authority to the Board of Governors for certain commodities.

The following table outlines the commodities and the thresholds that apply for each. Procurements that fall into the limits listed are bid through the College Purchasing department. A complete list of commodities with delegated authority limits can be found in the Board of Governors for Higher Education Procurement Regulations in the Policies section of the Purchasing website.

Limit	Items
\$5,000	All purchases – non MPA or specified delegated
\$10,000	Printing
\$10,000	Maintenance Agreements/Site Licenses
\$10,000	Advertising – over the air (when not covered by MPA vendor)
Unlimited	Advertising – print media (when not covered by MPA vendor)
\$25,000	Construction
\$20,000	Architectural, engineering, and consultant services
Unlimited	Buses
Unlimited	Library, textbooks, periodicals and media subscriptions

Purchasing Thresholds and Procedures

The following tables outline in broad terms the different levels of purchasing authority granted to the College through the State and the Office of the Post-Secondary Commissioner (OPC). These thresholds are noted so that departments can better understand the approximate time frame required to process requests within the noted dollar limits.

I. Small Purchases

Threshold	Procedure
Up to \$500 (MPA and Non-MPA items)	<ul style="list-style-type: none"> Direct Purchase Order (DPO) issued to the vendor; does not require quotes or bidding. Once all approvals have been satisfied, DPO is issued within five (5) business days. Splitting requisitions to fall under the \$500 threshold is not allowed.

II. Large Purchases

Threshold	Procedure
Over \$500 to \$5,000 or Up to Delegated Authority Limit	<p><u>CCRI Internal Bid</u></p> <ul style="list-style-type: none"> <i>Informal Bid</i>: Requires at least three (3) quotes from vendors <i>Formal Bid</i>: Bids similar to state bids (depending on the dollar amount and items) Turnaround time: approximately three (3) to four (4) weeks
Greater than \$5,000 or in excess of Delegated Authority Limits	<p><u>State Bid</u></p> <ul style="list-style-type: none"> Formal Bid by State Purchasing; usually have a minimum posting time of 28 days for vendors to respond to RFP/RFQ. May require Pre-Bid Conferences with potential vendors; at times, these can be mandatory. Process can take up to three (3) to four (4) months before award is made by the State. Splitting requisitions to fall under the \$5,000 threshold is not allowed.

College Requisitions

A purchase action in most cases initially requires the completion and processing of an online College Requisition for all sources of funds.

Standard – One-time delivery/one-time payment

Blanket – Multiple deliveries/multiple payments

Advice of Change – Changes to existing purchase orders

The following are procurement exceptions to the preparation and processing of a College Requisition:

- Payments via an Invoice Voucher (See the [Forms website](#))

Reasonable care should be exercised to include on each requisition only such items as can be furnished by the same type of supplier (e.g., do not combine chemicals with hardware). Explain in sufficient detail the items that are needed to preclude the possibility of an error on the part of the buyer and/or vendor.

Each requisition should contain the suggested vendor, if available. However, if the suggested vendor is not in SSB9 or there are multiple suggested vendors, please include them as comment and/or attachment. If the material desired is only available from a single source, sole source, or proprietary source, a justification form must accompany the requisition. As explained in the General Policies, final vendor selection is the responsibility of the Purchasing Department.

Specifications should not be unduly restrictive so as to eliminate competition, when such tight specifications are unneeded. In cases where brand names are used for the specification, solicitations will be represented as "or equal" citing the necessary requirements. Exceptions to this policy must be communicated to the Purchasing Department. As an example, a certain brand of equipment may be required to integrate with existing apparatus.

Requesting departments shall include competitive quotes for goods/services over \$500 up to \$5,000 with the SSB9 requisition. Requisitions that fall into this cost range will be entered in SSB9 with three (3) competitive quotes attached to the request. Any requests for MPA purchases should follow the quote tolerances established per the MPA.

Certain procurement requests require special review and approval before the requisition can be processed. Please refer to [Special Requisition Requirements](#) for more information.

Each requisition should designate the date the goods or services are required. Every effort will be made to obtain delivery by the required date; however, proper planning and anticipating needs well in advance is the key to lower prices and timely delivery.

It is important that the exact delivery location (campus and room number) be indicated on the requisition so that Central Receiving will be able to deliver in a timely manner. Where special circumstances exist and delivery must be made directly to an individual department and require special handling, such as rigging or moving of furniture/equipment, a memo detailing such requirements must accompany the requisition.

Once a Purchase Order is issued, changes cannot be processed unless a detailed breakdown of the reason(s) for the change appears on the College Requisition, or on an attached memo. The Purchasing Department must have the reason(s) for the change when there's a request to change a purchase order, which may necessitate an Advice of Change document. Only the Purchasing Department may authorize changes in description, quantity, dollar amounts, delivery, terms, and freight on board point (FOB).

Sole Source, Single Source, and Proprietary Source Purchase Requests

When it is determined that only a singular item or service will meet the particular needs of a department, a sole source, single source or proprietary situation exists. A request that is deemed sole or single source effects a noncompetitive procurement from the sole vendor, regardless of the price. Although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items may be available from several distributors through competitive bidding; however, competition has been restricted to this group of suppliers.

The Purchasing Department is responsible for seeking sources of supply, and for always being in an advantageous competitive pricing position. When a specific brand or certain specification is required, justification must be provided and attached to the requisition. It is not enough to make notations on the requisition such as "no substitutions."

When a department has determined that a particular request is a sole source, single source or proprietary source, the necessary form and a memo of justification explaining why it is the only acceptable source must accompany the requisition, along with a written quotation from the vendor. The Purchasing Department will review the request and accompanying documentation and, if acceptable, a purchase order will be issued upon the completion of the respective purchasing procedures.

It is the responsibility of the buyer to ultimately determine the source of supply for each purchase and to continuously evaluate the market to develop additional sources; therefore, it is the buyer's discretion whether to accept the respective sole source documentation or to investigate additional sources of supply. If there are further questions please contact the [Purchasing Department](#) for clarification.

Emergency Purchases

The procurement regulations under [Section 37-2](#) of the Rhode Island General Laws define emergencies as situations that constitute immediate dangers to health and safety, threats to property and necessary functions, and failure of critical equipment. Inadequate anticipation of need and commitments, which extend beyond the immediate response to the emergency (i.e. prevention of future problems by corrective measures), shall not be considered justification for "emergency" purchases. If an emergency occurs, contact the Purchasing Department during regular working hours.

Emergency procurements shall be made with such competition as is practicable under the circumstances. When possible, departments should utilize vendors on the Master Price Agreements (MPA) or Agency Price Agreements (APA).

If the emergency occurs during regular working hours:

- Departments should enter a requisition and contact the Purchasing Department for expedited processing.
- Indicate "Emergency" in the Comment field and prepare an Emergency Justification Form. The signed form should be attached to the requisition in SSB9.
- Purchasing will issue a purchase order.
- Any invoices received by the requesting department should be forwarded to [Accounts Payable](#).

All efforts should be made to obtain competitive quotes and have Purchasing issue a purchase order prior to having any goods or services delivered. However, it is understood that in order to react quickly to critical situations it may not be possible to follow normal purchasing procedures prior to taking corrective action.

For an emergency occurring during off-hours, the Security Office and Physical Plant are both authorized to procure items required to rectify the situation whenever life or property is in jeopardy.

On the following work day, the Purchasing Department must be notified of the action taken. A requisition detailing the emergency must be prepared in the same manner as above. Whenever possible, the college shall obtain services from established emergency response vendors.

Under normal circumstances College Requisitions for goods or services already received cannot be processed.

Special Requisition Requirements

There are certain procurement requests that require special review and approval from designated campus departments, other than the requisitioning department, before a requisition can be processed. Some requests also necessitate the attachment of a specific form. Outlined below are examples of requests that require preliminary review and approval and/or a special attachment.

1. **Bookstore Purchases:** The CCRI Bookstore is a non-taxable enterprise which allows departments to purchase in-stock CCRI logo items, textbooks and limited computer software*. The use of the Bookstore for other purchases due to its non-taxable status would create unfair competition to vendors.

To request items from the Bookstore:

- Enter a requisition in SSB9, using the Bookstore as the vendor (Vendor ID # 91001932). Item description should include detailed information describing the item(s) to be purchased. Once the requisition goes through the approvals process, Purchasing will create a Purchase Order. The requesting department will receive a copy of the PO, which should be hand carried to the Bookstore when making the actual purchase. The bookstore is **not permitted** to release goods without a CCRI Purchase Order.

To submit blanket requests:

- Blanket Purchase Orders can be issued to the Bookstore for textbook purchases. The user department shall enter a requisition in SSB9 indicating in the Public Comment Box on the Requestor Information page the time period the request will cover. The item description should read "Text Book Blanket" (department can include specific book title(s) if this information is available). Once the requisition goes through the approvals process, Purchasing will create a Blanket PO. The requesting department and the Bookstore will each receive a copy of the Blanket PO.

** Please refer to [#13 of this section](#), as all computer-related purchases require CIO approval.*

2. **Bus Trips:**

- For local trips, use the state MPA vendor to obtain a quote. Use this quote as the attachment for your SSB9 requisition. When a purchase order is printed, it will be sent to the vendor and the department. Purchasing will confirm receipt of the purchase order with the vendor at that time. The department should follow up with the vendor directly as the trip approaches.
- For trips requiring coach buses, a requisition should be entered in the SSB9 so that Purchasing can bid the service. When a purchase order is printed, it will be sent to the vendor and the department. Purchasing will confirm receipt of the purchase order with the vendor at that time. The department should follow up with the vendor directly as the trip approaches.

3. **Business/Appointment Cards:** The Purchasing Department bids a contract to print business/ appointment cards to one company for a period of time. In order to purchase cards, a SSB9 requisition must be entered and include the employee's name and Banner ID number. In addition, a Business Card Order Form must be completed and forwarded to Purchasing. Please note the SSB9 requisition number on this form.

The following options are available:

- Business cards – one sided
 - Business cards – two sided; business info on front, appointment card on back
 - Appointment Cards – one sided
 - Appointment Cards – two sided
4. **Copy Paper:** CCRI purchases 8.5"x11" white copy paper in bulk for all campuses. Departments can request delivery of cartons of paper using the [Physical Plant work order system](#).
 5. **Memberships/Dues:** Requests for new Institutional Memberships must be sent to the Business Office. Include a letter explaining the organization's purpose and how it will benefit the College. The request is forwarded by the Business Office to the President's Council for approval. All new/renewal membership or subscription invoices should be forwarded to the Business Office with the requisition number noted on the invoice. Memberships are for college affiliations only, not personal per IRS Tax Code.
 6. **Small Appliances/Equipment:** Air conditioners, heaters and other equipment that utilize electricity and/or involve utility connections require the prior approval of Physical Plant. This is done to determine if the proper unit is being purchased, if adequate utilities are available, and if the building structure is sufficient to house the equipment.
 7. **Vehicle Acquisitions:** Requires the initial approval of Physical Plant, which is the department responsible for the College's vehicle fleet. A properly authorized and completed Vehicle Acquisition SFP Specification Form and Form SFO-100 must accompany the requisition.
 8. **Safety Equipment, Curtains, Drapes, Linings, and Carpeting:** Requires the preliminary approval of Physical Plant. This is to ensure that the materials meet the necessary fire and safety requirements and the standard specifications and/or approved brands list of the State.
 9. **Equipment Purchase Requests for Capital Items:** Requires approval from the appropriate unit VP and Department Head/Director prior to entering a requisition in SSB9. Capital Equipment is defined as all movable and fixed equipment costing \$5,000 or more and having a useful life of one (1) or more years. Prior to requisitioning, the department should contact Physical Plant to determine whether the building can support the equipment, has the adequate utilities, and a sufficiently large entrance to accept the equipment. The cost of installation and/or rigging should be estimated and budgeted as part of the acquisition cost of the equipment, whether performed by Physical Plant or an outside vendor. In addition, the Controller's Office must subsequently be notified by the acquiring department of all capital equipment purchases.

10. **Construction, Renovation, and Building Alteration:** Requests require an initial review and concurrence by a variety of campus departments, including the VP of Administration and Finance, the Budget Office, the Controller's Office and Physical Plant. This is necessary to ensure that all facets of the respective project are covered, and to verify that the plans and specifications have been properly prepared. Once approval has been given by the appropriate parties, the requisition can be entered in SSB9.

11. **Telecommunication Equipment (including all telephone and telephone answering device requests as well as cell phones):** Requires the preliminary approval and an authorized signature from IT. College provided cellular telephones are to be used for college and State of Rhode Island business only. The use of such devices for personal incoming or outgoing telephone is not allowed. Personal use of college cell phones will require reimbursement of charges and possible forfeiture of cell phone privileges.

12. **Insurance:** Procurement requests for all types of insurance require approval of the College's General Counselor.

13. **Hardware (HW, including computers & laptops) – SaaS/Software (SW):** In general, these items are covered on Master Price Agreements.
 - **HW:** Departments should contact the IT Help Desk to ensure the correct brand/model and configuration of equipment is selected and quoted. The Help Desk requests quote(s) from the appropriate resources. Once the department has a quote from the Help Desk, a requisition can be entered in SSB9 and the quote with the requisition number referenced is then forwarded to the Purchasing Department.
 - **SaaS & SW:** All SaaS/SW should be vetted through the IT department. The CIO and/or their designee reviews all SaaS/SW requirements and must approve all SaaS/SW procurements. **Employees (Faculty/Staff/Administration) are NOT authorized to download products or "click through" agreements for free or trial SaaS/SW.*

14. **Office Supplies/W.B. Mason:** The state MPA requires that office supplies be purchased through W.B. Mason. Purchases are made using the vendor's online ordering system. Each CCRI department has an authorized user that can place orders.

Blanket purchase orders in SSB9 are used to establish budget amounts in the online ordering system. As orders are placed via in the online system, the budget amounts are reduced so that departments can tell how much is still available for ordering supplies.

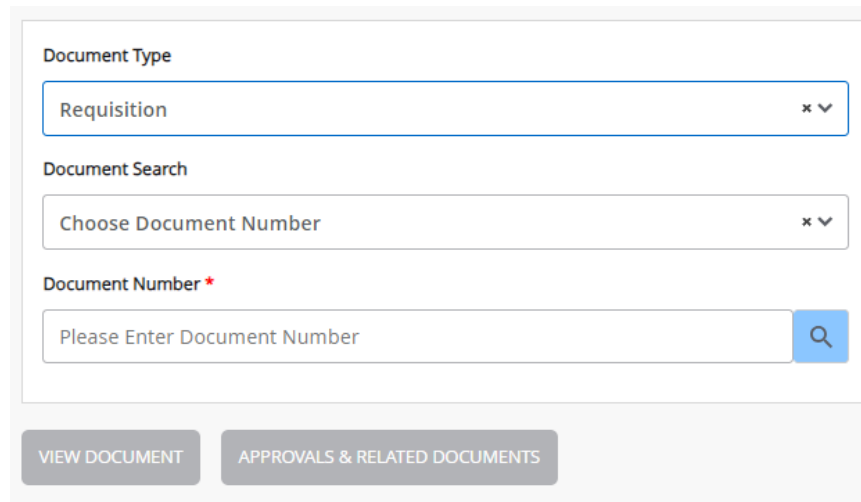
If you need to increase the amount of the blanket PO, you must enter a requisition in SSB9 for the amount of the increase. The item description should read "Advice of Change to Pxxxxxx." You must specify the PO number to be increased. If you need to reduce the amount of the blanket PO, send an email to CCRI's Purchasing department identifying the PO number and amount of the decrease. Once the increase or decrease is processed by Purchasing, the changes will be transmitted to WB Mason to be reflected in the online ordering system.

All packing slips should be sent to [Accounts Payable](#) as soon as the contents of your delivery have been verified. The slips should be signed and dated.

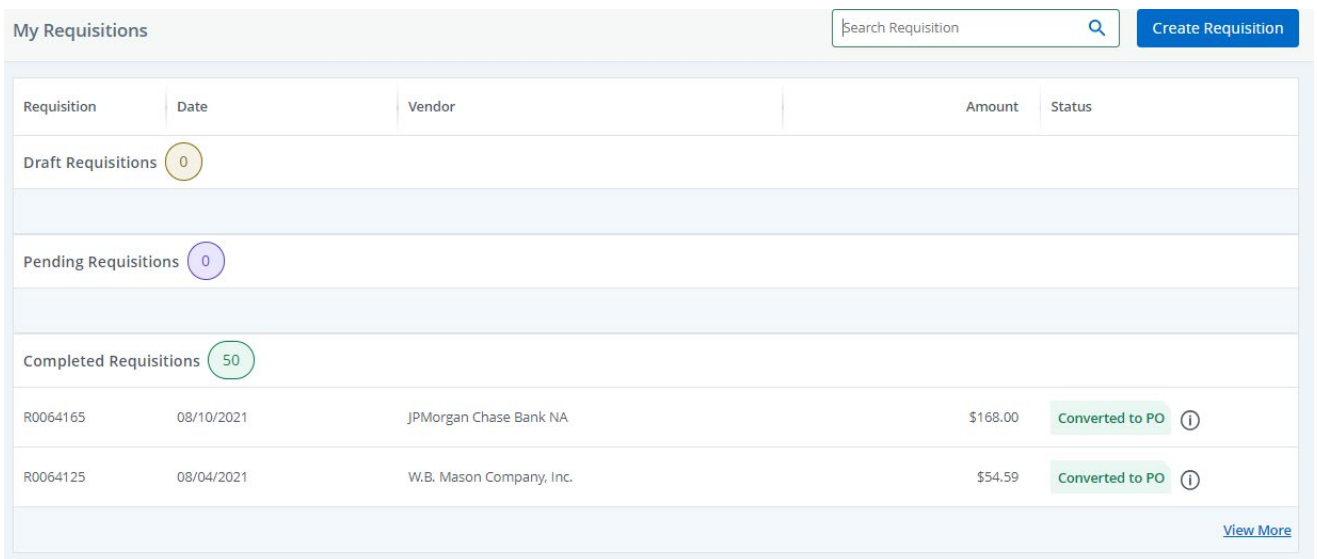
How to Track a College Requisition

When a college requisition is received by the College Purchasing Department, it is processed and results in a Purchase Order or State Requisition (State Requisitions are processed through the State Division of Purchases which assigns a State Purchase Order number). When a Purchase Order is issued, the requesting department will receive a copy of the PO via email.

To track a requisition in SSB9 go to MyCCRI, click the For Finance tab, then Finance Dashboard. Then select View Documents from the My Finance main page. Enter the requisition number in the third field and select “APPROVALS AND RELATED DOCUMENTS.” Further instructions for viewing documents can be found in the SSB9 Banner Guide.



To view self-entered requisitions, go to MyCCRI, click the For Finance tab, then Finance Dashboard. Select My Requisitions. The landing page displays Draft (incomplete requisitions), Pending (completed, awaiting approval) and Completed (fully approved) requisition documents.



Requisition	Date	Vendor	Amount	Status
Draft Requisitions (0)				
Pending Requisitions (0)				
Completed Requisitions (50)				
R0064165	08/10/2021	JPMorgan Chase Bank NA	\$168.00	Converted to PO ⓘ
R0064125	08/04/2021	W.B. Mason Company, Inc.	\$54.59	Converted to PO ⓘ

Further information and instructions can be found under “Tools and Resources” on the Purchasing website.

Maintenance Service Agreements

Maintenance service agreements are used to cover repair service for various types of equipment ranging anywhere from scientific instruments to computers to elevators. In instances where a vendor requires a maintenance service contract, the requisitioning department should review and initial the vendor contract and attach it to a college requisition indicating the terms of payment, and the previous year's PO number, if any, for processing by the Purchasing Department. It is recommended that maintenance agreements coincide with the State and College fiscal year (June 30). If the period covered is for less than twelve months, then the annual rate will have to be prorated to reflect the period through June 30. Departments do not have to furnish signed contracts with their requisitions for maintenance service of equipment covered by a Master Price Agreement (e.g., computers, photocopiers).

Master Price Agreements (MPA)

State Purchasing has established Master Price Agreements (MPA) for a broad assortment of commodities and services. When an MPA exists for a specific commodity or service, it **MUST** be utilized. Vendors are selected in accordance with the specific [MPA User Guide](#) instructions, which vary from contract to contract. Be aware that bidding amongst MPA vendors is sometimes required.

It is important to note that these are agreement awards and not purchase orders. Goods and services purchased from a State MPA contract still require a college requisition and purchase order prior to contracting with an MPA vendor.

The Purchasing Department will issue the appropriate procurement document upon receipt of a requisition which indicates the department's requirements. An MPA can be for a single purchase or a blanket purchase order with multiple items. Always note the appropriate MPA number in the comment section of the requisition entry screen. If an MPA is not used where one exists, the requisition will be disapproved pending a justification.

The complete MPA listing is available on the [R.I. Division of Purchases](#) website.

Agency Price Agreements (APA)

The College Purchasing Department has established Agency Price Agreements for college-wide requirements of certain commodities. These agreements are useful when the specific quantity and/or timing of need cannot be predicted with accuracy.

Departments are also able to establish APA's for goods/services that are frequently used and/or require short turnaround time. APAs are established through an RFP process in conjunction with State Purchasing. APAs for Business Cards and Letterhead/Envelopes are currently available for use by all college departments. Contact the College Purchasing Department for further information.

It should be emphasized that these are agreement awards and not purchase orders. Goods and services purchased from an APA contract still require a college requisition and purchase order prior to contracting with an APA vendor.

Pre-Paid Purchases

It is not College or State policy to pay for goods or services prior to receipt. However, there are special circumstances that do require payment in advance.

In cases where a prepayment is required for items that are exempt from competitive bidding because of their proprietary nature (such as dues, subscriptions, webinar/teleconferences), the department will prepare a requisition with a note in Public Comment Box on the Requestor Information page indicating the vendor requires prepayment. The requisition along with the appropriate documentation attached in SSB9 (i.e. order form, invoice, etc.) is sent to the Purchasing Department for processing.

There are unique instances in which a nonproprietary purchase may require prepayment. In those instances, the requisitioning department should contact the College Purchasing Department to discuss the situation prior to initiating the purchasing process. The Purchasing Department will advise the requisitioning department as to the validity and necessity of a prepayment in their particular case.

It should be noted that prepayment for goods and services is not considered a recommended method of purchase and is discouraged due to the element of risk and potential difficulty in the settlement of claims.

Purchase Orders

A Purchase Order (PO) is the primary document issued by the College Purchasing Department, upon the receipt of a duly authorized college requisition, for the procurement of goods and services.

Purchase Orders directly issued by the College are limited to \$5,000. However, the RI Council on Postsecondary Education has been delegated increased purchasing authority for specific commodities and services by the State of Rhode Island Department of Administration – Division of Purchases. The following are examples of purchasing exceptions to the aforementioned dollar limitation:

- Master Price Agreements and Agency Price Agreements
- Emergency purchasing situations
- Maintenance Service Agreements (\$10,000 limit)

A complete list of delegated purchasing authority limits is found in Sections 5.12 & 5.13 of the Council on Postsecondary Education [Procurement Regulations](#).

Purchase Orders exceeding \$5,000 (exceptions noted above) require processing by the State of Rhode Island Division of Purchases. Please contact the College Purchasing Department with any questions regarding specific dollar limitations.

After processing by the College Purchasing Department, departments and vendors receive a copy of the PO via email. Once the correct material has been received and accepted by the department, the financial manager must sign and date the Invoice Payment Verification page of the PO, then forward immediately to [Accounts Payable](#) to facilitate timely payment to the vendor. The signed Invoice Payment Verification page acts as proof that the order has been received and Accounts Payable can complete payment.

Blanket Purchase Orders

Blanket Purchase Orders should be considered when a department has a continued need for a particular item(s) and/or service(s) for a stated period of time (normally the State's fiscal year - July 1 to June 30). These needs are usually estimated on the basis of the department's requirements in the previous year.

Although the quantities are approximate, they should be estimated as accurately as possible. Blanket Purchase Orders can be increased as requirements change during the blanket period by processing a College Requisition for an Advice of Change (AOC) to the original Blanket Purchase Order. Decreases to Blanket POs can be sent to Purchasing via email. It is the responsibility of the department to manage open PO balances to ensure that Blanket Purchase Orders are not over expended. Blanket POs will be closed once the available balance reaches zero (\$0.00) dollars.

Blanket Purchase Orders for expenditures exceeding \$5,000 necessitate processing through the State Division of Purchases when using general funds.

Please refer to [College Requisitions](#) for the instructions on completing requisitions.

It is important to note that if the blanket period involves more than one fiscal year, the appropriate percentage of the dollar value for each fiscal year must be indicated in the Public Comment Box on the Requestor Information page in the SSB9 requisitions. As an example, if the blanket requirements are from 10/1/21 to 9/30/22, fiscal year 2021 has nine months and fiscal year 2022 has three months. The respective percentages could be 75% for FY 2021 and 25% for FY 2022. It should be noted that the percentage should be based on the department's estimate as to the usage requirements for the specific material or service.

College Requisitions for State Blanket Purchase Orders should be submitted to the College Purchasing Department no later than ninety (90) days prior to the start date.

Change Orders, Corrections, and Cancellations

Purchase orders are legally binding contracts between the College and the vendor. As such, the purchase order must accurately reflect the goods/services purchased from the vendor. Once a purchase order has been issued and the department becomes aware of a discrepancy between the purchase order and the goods/services to be provided, the department should contact the Purchasing Department. In some cases, such as a purchase order based on a competitive bid, there are limitations to what changes can be made. Depending upon the situation, purchase orders may be revised to correct line item descriptions, pricing, quantities, and to add/remove line items. If the entire purchase is no longer needed, a purchase order may be canceled but departments should be aware that the terms and conditions may allow the vendor to charge a cancellation fee. See the Contracts Section of [220-RICR-30-00-8, 8.7](#) Changes to Purchases Orders for State of RI policy governing change orders.

An Advice of Change (AOC) is the mechanism used to adjust the dollar amount of an existing purchase order. In order to increase an amount:

- Enter a purchase requisition into SSB9.
- In the item description, include “AOC to Pxxxxxxx”.
- Specify the Purchase order to be increased.
- The unit of measure and unit prices should be consistent with the original purchase order.

In order to decrease an amount:

- Please send an email to the College [Purchasing Department](#) with the specifics of the amount by which the purchase order needs to be reduced.

Once an order has been fully delivered, received, invoiced and paid, if there is a remaining obligation on the end user’s account, a revision is not needed to return the obligated funds to the appropriate account. Accounts Payable will return these funds to the account listed on the purchase order upon notification of final payment by the department.

Receipt of Goods

The Invoice Payment Verification page of the PO serves as the receiving record for goods coming into the College. Generally, all material will be shipped by the vendor to the Receiving Department at the Knight Campus for Warwick and Newport and to the Receiving Department at the Flanagan Campus for Lincoln and Providence.

Receiving will inspect the merchandise for any exterior shipping damage. Receiving will forward the material to the user/department. Physical Plant personnel will transport and deliver goods to the Newport and Providence campuses.

The user will immediately inspect the material for compliance with the specifications as referenced on the Purchase Order. If satisfactory, the financial manager will sign and date the Invoice Payment Verification page and forward it to [Accounts Payable](#), along with any other documentation received (delivery checklist, invoice, etc.) It is important that the user indicate the items received to confirm that the items billed have been delivered. Care must also be taken to ensure that the material agrees with what is referenced on the Purchase Order.

It is essential that signed Invoice Payment Verification page of the PO be forwarded to [Accounts Payable](#) as soon as complete and satisfactory delivery of merchandise has been made. A vendor cannot be paid until the signed Invoice Payment Verification page is submitted to [Accounts Payable](#). (Rhode Island Statute requires payment in thirty (30) working days).

If the goods are unacceptable, the department must contact the vendor immediately to request Return Authorization and replacement of the damaged item(s) (see [Returning Merchandise](#)).

Returning Merchandise

Periodically it is necessary to return merchandise for credit or exchange. When this happens, a Return Notice should be completed by the requisitioning department.

The Return Notice form is used to advise the College Purchasing Department and the Accounts Payable Office that the merchandise received was not as ordered, ordered incorrectly, or received damaged and must be returned to the vendor.

Before the merchandise can be returned, the department must contact the vendor to obtain a return authorization number. This number is to be indicated on the Return Notice form.

In addition to indicating the return authorization number, it is imperative that the vendor name and address, the department name including campus name and room number, and the purchase order number be included. The individual making the return is required to sign and date the Return Notice on the line designated as "Person Making Return." The department will also need to contact the Bookstore if the return will be made via UPS. The Bookstore will inform the Department of any return shipping costs and the Department will enter a requisition in SSB9 for the Bookstore to cover the cost of return freight.

A copy of the return notice is then sent to the College Purchasing Department. The department should make a photocopy for their own records. Purchasing will approve the Return Notice as the Authorized Agent and send a copy to Accounts Payable.

Once the College Purchasing Department has approved the return, the department will be notified of the approval. The department is then able to complete the return and send the merchandise back to the vendor. It is the department's responsibility to ensure that the merchandise is properly packaged and labeled for return to the vendor. The return authorization number should be noted and clearly visible on the Return Notice Form and on the outside of the package.

WB Mason

Returns/Pickups are to be scheduled using the online WB Mason ordering system. This will ensure that a return slip is generated for the driver. Once a return is picked-up by WB Mason, the return slip needs to be signed and dated acknowledging the return and sent to [Accounts Payable](#) so that credits can be properly applied to your blanket PO. Returns should not be brought to CCRI's Receiving department.

To schedule a return/pick-up:

1. Sign in to the WB Mason system using your username and password.
2. Click on the "Contact Us" tab. This will bring up a screen that will allow you to send an- e-mail directly to the customer service representative assigned to the State of Rhode Island account.
3. Click on the dropdown menu in the Subject line. Choose "Return/Pick-up" from the list of options.
4. In the "Message" box, type the order number, the item number and the quantity being returned. The pick-up location only needs to be included if it is different than the delivery location.

Purchasing Complaints

There are situations when vendors fail to comply with all the terms and conditions of purchase and/or do not respond to customer inquiries. Whenever such instances occur, a department has a legitimate complaint and should notify the College Purchasing Department by submitting a completed Purchasing Complaint form.

The following are examples of situations that warrant filing a Purchasing Complaint:

- Unauthorized substitution
- Poor quality
- Poor service
- Repair parts not available
- Failure to respond promptly to service calls
- Failure to meet specifications
- Failure to comply with warranty provisions
- Late delivery

The department should include a clear explanation of what the complaint is about including all relevant information, memos, letters of correspondence etc. as backup documentation for the complaint. The Purchasing Department will contact the vendor regarding the complaint.

The College Purchasing Department will contact the vendor, present the complaint, and determine a resolution. If the complaint is in reference to a State Purchase Order, a buyer within the College Purchasing Department will forward the complaint report to the appropriate buyer at the State Office of Purchases for review and disposition. College departments will be subsequently notified of the action taken and the final resolution.

It should be understood that when a vendor has shipped merchandise as specified on the Purchase Order and has met with all the terms and conditions of purchase, they are in compliance with the purchase contract and are under no legal obligation to take merchandise back for credit or refund. It is common business practice for vendors to charge a restocking fee in instances where merchandise is returned through no cause or fault of the vendor.

Federal Grant Procurement Procedures

Federal grant expenditures, including Federal grant pass-through funding, require special handling in order to remain in compliance with Federal Regulations:

1. When procuring property and services under a Federal award, the CCRI Purchasing Manual must be followed, which reflects the applicable State of Rhode Island laws and Procurement Regulations, issued by the Board of Governors, provided that the procurements conform to applicable Federal law and the standards identified in the Uniform Administrative Requirements, unless an exception applies to a particular grant. These requirements can be found at the [Electronic Code of Federal Regulations](#) website.
2. In compliance with Federal Grant Regulations, there is a mandate for certification of the expending of grant funding. The CCRI Controller's Office requires the Invoice Payment Verification page of the college purchase order to be signed and forwarded to [Accounts Payable](#).
3. One required task in managing a Federal award, or an award with Federal pass-through funding, is to analyze any planned expenditure of grant funds, to determine whether the expenditure could be considered a subaward or a procurement contract. A subaward provides assistance, as opposed to a procurement contract, which is only meant to provide goods and services. Under the Uniform Administrative Requirements, an entity that receives a subaward is classified as a Subrecipient, while an entity that receives a procurement contract is classified as a contractor (vendor). If it is not clear what a planned expenditure could be considered, Project Directors are encouraged to complete the Subrecipient or Contractor Determination Form. In addition, the Controller's Office may require the completion of this form, if it is not clear whether the planned expenditure could be considered a subaward or a procurement contract.

Surplus Property Procedures

Reduce, Reuse, Recycle!

College departments occasionally generate surplus equipment, such as office furniture left over from a renovation project, filing cabinets from an administrative office move, computers/peripherals or lab equipment that is no longer of use. CCRI, in accordance with state policy, attempts to reduce waste going to the landfill by repurposing surplus inventory from one department or state agency to another. Equally as important to repurposing surplus equipment is the need to clear unwanted/unneeded equipment from being stored in corridors, closets and basements of CCRI campuses.

The College follows the State of Rhode Island regulations for the disposal of Surplus Property items. Complete the Surplus Fixed Assets Transfer Form FA-80 and forward to the College [Purchasing Department](#).

The Purchasing Department will then follow state guidelines for the disposal of state property and make usable items available to the following agencies in the order listed:

- College System (other CCRI departments as well as Rhode Island College and URI)
- Other State Agencies
- Rhode Island Cities and Towns
- Non-Profit Organizations

Items deemed unusable or junk will be scrapped and disposed of properly in accordance with State of Rhode Island policy.

If you have any questions, please contact the College [Purchasing Department](#).

Contract Review Process

Contracts entered on behalf of the College must be reviewed and approved by designated College personnel to ensure compliance with established College policy regarding contract language and stipulations.

The performance of work, ordering of goods, or contracting of services encompassed by a contract between the College and a Vendor must never commence prior to the review and approval of a purchase order and contract (if applicable).

Purchasing has developed several resources to guide you through a successful contract review and procurement. Please visit the [Contracts](#) webpage for further information.