

Richard Bland College
Procurement Procedures
July 1, 2014

POLICY STATEMENT

Richard Bland College procurement and surplus property policies are governed by the Virginia Public Procurement Act and policies and procedures established by the Department of General Services, Division of Purchases and Supply, as stated in the Agency Procurement and Surplus Property Manual. The Procurement Manager is responsible for the procurement functions and reports to the Chief Financial Officer.

PURCHASING AND SURPLUS PROPERTY AUTHORITY

Richard Bland College has delegated purchasing authority up to \$50,000 for good and printing services, and unlimited purchasing authority for services. All agency purchase orders and standard agency contracts shall be approved by the designated procurement personnel, the Agency Head, the Chief Financial Officer, or their designee.

Capital outlay projects and professional services are procured using the procurement policies set forth in the Construction and Professional Services Manual. These processes are managed by the Director of Property Management. The Director of Property Management reports to the Chief Operations and Development Officer. All capital outlay or professional services contracts will be approved by either the Agency Head or the Chief Operations and Development Officer.

The Director of Property Management is responsible for maintenance, security, storage, and distribution of surplus property.

DESIGNATED PROCUREMENT PERSONNEL

Athletics Coaches are authorized to make travel related lodging and food purchases using the Richard Bland College appointed Procurement Card in accordance with procurement guidelines set forth in the APSPM with the approval from the appropriate budget manager. These charges are approved only for Athletics' teams travel. SPCC limit is on file in the SPCC Program Administrator's Office.

Athletics Director is authorized to make travel charges in accordance with procurement guidelines for business travel with approval from the appropriate budget manager. Charge(s) will be processed using a Richard Bland college appointed Employee Paid (Individual Liability) Travel Card.

Assistant to the Dean, Program Development and Strategic Initiatives, is authorized to make purchases with the approval from the appropriate budget manager. Payment(s) will be processed

using a Richard Bland College appointed Procurement Card, or requested through Accounts Payable by the use of a purchase order. Purchase orders generated for non-cash and carry transactions will be processed via eVA, or Banner. If the procurement is exempt from eVA, the requisition will be given to the Procurement Manager for processing. SPCC limit is on file in the SPCC Program Administrator's Office.

Assistant to the Director of Property Management is authorized to make travel charges in accordance with procurement guidelines for business travel with approval from the appropriate budget manager. Charge(s) will be processed using a Richard Bland college appointed Employee Paid (Individual Liability) Travel Card.

Enrollment Services Counselor is authorized to make travel charges in accordance with procurement guidelines for business travel with approval from the appropriate budget manager. Charge(s) will be processed using a Richard Bland college appointed Employee Paid (Individual Liability) Travel Card.

Executive Assistant to the Chief Information and Strategy Officer is authorized to make purchases with the approval from the appropriate budget manager. Payment(s) will be processed using a Richard Bland College appointed Procurement Card, or requested through Accounts Payable by the use of a purchase order. Purchase orders generated for non-cash and carry transactions will be processed via eVA, Banner, or LPO, if exempt from eVA. SPCC limit is on file in the SPCC Program Administrator's Office.

Grounds Supervisor is authorized to make cash and carry purchases using the Richard Bland College appointed Procurement Card in accordance with procurement guidelines set forth in the APSPM with the approval from the appropriate budget manager. SPCC limit is on file in the SPCC Program Administrator's Office.

Maintenance Supervisor is authorized to make cash and carry purchases using the Richard Bland College appointed Procurement Card in accordance with procurement guidelines set forth in the APSPM with the approval from the appropriate budget manager. SPCC limit is on file in the SPCC Program Administrator's Office.

Maintenance Technician (Electrician) is authorized to make cash and carry purchases using the Richard Bland College appointed Procurement Card in accordance with procurement guidelines set forth in the APSPM with the approval from the appropriate budget manager. SPCC limit is on file in the SPCC Program Administrator's Office.

Maintenance Technician (General) is authorized to make cash and carry purchases using the Richard Bland College appointed Procurement Card in accordance with procurement guidelines set forth in the APSPM with the approval from the appropriate budget manager. SPCC limit is on file in the SPCC Program Administrator's Office.

Procurement Manager is authorized to make purchases with the approval from the appropriate budget manager. Payment(s) will be processed using a Richard Bland College appointed Procurement Card, or requested through Accounts Payable by the use of a purchase order. Purchase orders generated for non-cash and carry transactions will be processed via eVA, Banner, or MPO, if exempt from eVA. SPCC limit is on file in the SPCC Program Administrator's Office.

(approved signature document available in procurement office)

Dr. Debbie L. Sydow, President