

Where Your Future Is Waiting

POLICY NUMBER: 5.002

Title: Purchasing and Receiving

Effective Date: 04/21/2005

Last Review/Revision Date: 04/04/2023

Purchasing and Receiving

PURPOSE

It is the responsibility of the CLTCC (Central Louisiana Technical Community College) Finance staff to ensure that purchases of goods, supplies, and services are processed in accordance with the policies and procedures mandated by the [Office of State Procurement](#) and the Central Louisiana Technical Community College (CLTCC).

Purchase Requisitions are completed by a faculty or staff member at a CLTCC campus and approved & signed by the campus dean/administrator. ***Any purchase by college faculty or staff members without the prior consent of the Campus Dean and Finance Department will be the sole responsibility of the individual making the unauthorized purchase.*** Depending on the circumstances, employees participating in unauthorized purchases may be subject to disciplinary action.

PROCEDURE

1. The person requesting to purchase goods or services will fully complete an official college purchase requisition and forward for approval.
2. The Finance Department will code the purchase requisition; the grant accountant will code the requisitions related to grants. Procurement creates a purchase order in Banner and submits to the vendor in accordance with the Office of State Procurement policies and procedures. All requisitions that include Information Technology (IT) such as computers, laptops, printers, software, and IT infrastructure improvements, will be reviewed by the IT Department before the items/services are purchased.
3. The purchased merchandise will be delivered and received at the campus listed in the “Ship-to address” section of the requisition. Upon receipt of products or services, the receiver will check the order for accuracy (correct dollar amount, quantity, color, kind, features, quality, etc.). If everything is correct, the receiver signs and dates the packing slip and the receiving document. If the received good(s) does not have a packing slip attached, the designated

receiver should check off each item/service that was received/rendered and return to the appropriate campus employee who is assigned to coordinate with the purchasing staff. This person will communicate to Accounts Payable as to what items/services have been received/rendered.

4. The signed packing slip and/or receiving document is forwarded to Accounts Payable where it is placed with the purchase requisition and purchase order and entered for payment once the invoice is received. A copy of the required documentation should be sent to the campus property control manager if the purchased item must be tagged for inventory purposes.

Review Process:

<i>Name</i>	<i>Title</i>	<i>Approval Date</i>
<i>James R. Sawtelle, III, Ed.D.</i>	<i>Chancellor</i>	

Distribution:

Electronic: posted to College's website and sent via email to College personnel