



Title:	Purchasing and Receiving
Effective Date:	01/18/2007
Last Revision Date:	12/30/2011
Cancellation:	
Office:	Finance (FIN)

Purchasing and Receiving

PURPOSE

It is the responsibility of the NTCC 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 Purchasing](#) and the Northshore Technical Community College (NTCC).

Purchase Requisitions are completed by a faculty or staff member at a NTCC campus and approved & signed by the campus dean/administrator. *Any purchase by College faculty or staff members without the prior consent of the campus administrator and finance office 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, sign it, and submit to his or her campus dean/administrator for approval.
2. Upon approval by the campus dean/administrator (signing), the purchase requisition is scanned and emailed to either the NTCC Purchasing Manager or the NTCC Procurement Specialist. (Referred to as “purchasing staff”). Requisitions related to grants or off-budget/restricted funds should be scanned and emailed to the Restricted Funds Accountant for review. An approved college official personal, professional, consulting, or social services contract may be substituted for an approved requisition.
3. The Finance Office will code the purchase requisition, create a purchase order in the accounting system, and submit to the appropriate vendor in accordance with Office of State Purchasing policies and procedures. The restricted funds accountant(s) will code the requisitions related to grants before submitting



Policy & Procedure No. FIN-005 Northshore Technical Community College

them to the purchasing staff. All requisitions that include computers, laptops, printers, software, and IT infrastructure improvements will be reviewed by the Chief IT Officer before the items/services are purchased.

4. 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 individual designated as receiver by the campus dean/administrator will check the order for accuracy (correct dollar amount, quantity, color, kind, features, quality, etc.). If everything is correct, the merchandise is delivered to requestor, who 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 and every item/service that was actually received/rendered and return to the appropriate campus employee who is assigned to coordinate with the purchasing staff. This person will communicate to the purchasing staff as to what items/services have been received/rendered.
5. The signed packing slip and/or receiving document is scanned and emailed (or faxed) to the purchasing staff where it is placed with the purchase requisition and purchase order and sent to the accounts payable or restricted funds accountant for payment. A copy of the signed packing slip and invoice should be sent to the campus property control manager if the purchased item should be tagged for inventory purposes.

Policy Reference: [Office of State Purchasing Methods and Procedures](#)
NTC Contracts Policy No. FIN 007

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Office Committee	01/07/2007	01/18/2007
X	Campus Deans	01/07/2007	01/18/2007
X	Chancellor	01/07/2007	01/18/2007

Distribution: Distributed Electronically via College’s Internet
Hard Copy Distribution to NTCC Campus Deans