

Purchasing Violations

Departments are authorized to make small dollar purchases under \$1,500 using a purchasing card or by placing the order and submitting the invoice as a Payment Request in SLCCBuy.

A purchasing violation occurs when a College employee places an order over \$1,500 without first completing a requisition and receiving a purchase order as required by policy.

(Departments may use the Payment Request process for certain expenditures over \$1,500 as outlined in the Payment Request Guidelines.

Purchasing violations can create significant problems for the College. In many cases, these violations:

- Result in duplicate payments to the vendor, for which the department is responsible.
- Result in higher costs for goods and services than might have been paid through standard purchasing methods or by utilizing contracted vendors.
- Result in unauthorized supplier contracts with unfavorable terms and conditions signed by College personnel who are not authorized agents for the College.
- Lead to significant vendor payment issues that can result in problems for other departments on campus.
- Bypass the appropriate approval process.
- Place the College at financial risk and create potential personal liability.
- Create additional, often unnecessary, work for administrative support staff.

Ways to Avoid Violations:

- If you have to place an order over \$1,500, create a requisition right away. If you don't know the exact amount of the order, you can estimate it. If you need a purchase order in a hurry, contact the Purchasing Office **AFTER CREATING THE REQUISITION** and discuss your need to expedite the order.
- You must arrange a payment method **BEFORE** placing an order. Placing an order assuming that you will be able to use a P-Card only to discover that the amount is greater than your limit is unacceptable. If the purchase may exceed your P-card limit, enter a requisition and obtain a purchase order **PRIOR** to placing the order.

What to do if a violation occurs:

- If a violation occurs, fill out all sections of the Purchase Violation Form on SLCCBuy. An explanation of why policy was not followed and future corrective action will be included on the form. You will also be required to upload a copy of the invoice. These forms are routed to the cognizant VP and the Purchasing Director for approval. Individuals who frequently violate the College purchasing policies can be subject to disciplinary action and may be held personally liable for the purchases.