

PURCHASING PROCEDURES AT KENYON COLLEGE

The purpose of purchasing procedures is to protect the college, the vendor, and the employee. Kenyon College has independent auditors who inspect our buying, agreements, and procedures. They ask questions, they make suggestions, and we take good advice. The issue of importance is proper controls on spending and contractual agreements. A centralized purchasing office exists to assist you in making legal commitments that will be protected by a signed and approved paper trail.

VENDORS SHOULD BE REQUIRED TO TAKE A PURCHASE ORDER/NUMBER EVEN IF THEY SAY THEY DON'T NEED ONE!

Please note carefully the following procedures for processing purchase orders and invoices. Also note the exceptions to these policies:

- Any purchase made by the Bookstore.
- Any purchase made by The Kenyon Inn.
- Any purchase made with the Kenyon Purchasing Card (P-card has pre-approved spend limits.)

These procedures are designed to make the purchasing process more efficient and will result in a more timely payment of invoices. We appreciate your cooperation in following the process.

1. PROCEDURES FOR PURCHASES UNDER \$2,500 (\$5,000 OR LESS FOR MAINTENANCE OR LBIS):

- A.** The current “short order forms” for purchases under \$100 will be distributed as usual. These act like cash and must be filled out completely and distributed as indicated on the form. This form has a five digit number in the upper right hand corner and is the size of half a sheet of paper. These short order purchase orders are available from:

Jackie Teater
Purchasing Coordinator
Eaton Center South
teaterj@kenyon.edu
PBX 5562

Or the administrative assistant in each department.

- B.** For Purchases valued \$100 - \$2,499, the following procedures will apply:

You, the “Buyer”, or the departmental administrative assistant, will be responsible for processing your request.

OR

you may send a requisition/email regarding your purchase, along with appropriate account numbers to:

Jackie Teater
Purchasing Coordinator
Eaton Center South
teaterj@kenyon.edu

For those departments approved to issue purchase orders up to \$2,499:
PURCHASING MUST RECEIVE ITS COPY TO ENSURE TIMELY AND PROPER PAYMENT OF INVOICE.

ALL VENDORS SHOULD SEND INVOICES DIRECTLY TO:

Kenyon College
Purchasing Coordinator
209 Chase Avenue
Gambier, OH 343022

Once the invoice is processed, a copy will be sent to the Buyer, who has ten (10) days to **DISAPPROVE (hold)** payment should Buyer not be satisfied.

DISAPPROVE (hold) by contacting:

Jackie Teater
Purchasing Coordinator
Eaton Center South
teaterj@kenyon.edu
PBX 5562

All other invoices are paid after a ten (10) day period without further approval, using the account number as it appears on the purchase order.

2. PROCEDURES FOR PURCHASES \$2,500 and over (Over \$5,000 for Maintenance):

The Buyer must send a requisition/email regarding your purchase, along with appropriate account numbers to:

Jackie Teater
Purchasing Coordinator
Eaton Center South
teaterj@kenyon.edu

The Manager of Business Services, Fred Linger, will approve these requests.

When product arrives, inspect and attach any packing slips to your copy of the purchase order.

Once the invoice is processed, a copy will be sent to the Buyer, who has ten (10) days to **DISAPPROVE (hold)** payment should Buyer not be satisfied.

DISAPPROVE (hold) by contacting:

Jackie Teater
Purchasing Coordinator
Eaton Center South
teaterj@kenyon.edu
PBX 5562

All other invoices are paid after a ten (10) day period without further approval, using the account number as it appears on the purchase order.

3. PURCHASES OVER \$25,000.00:

Any purchase over \$25,000.00 requires, at a minimum, 2 qualified quotes/bids* prior to approval. All procedures outlined in section 2 apply, as well.

Exceptions to the minimum bid requirement:

1. Purchases made from a negotiated price contract that was established through an RFP process.
2. Purchases made through an established consortia contract.
3. Purchases of goods available through only one vendor.

4. PURCHASES OVER \$100,000.00:

All purchases over \$100,000.00 require the signature of two officers of the corporation in addition to that which is required in section 2 and 3.

***Evaluating Bids/Quotes:**

Purchases shall be made on the basis of competitive prices, considering quality, suitability, delivery, and service. College policy requires acceptance of the best bid, not necessarily the lowest bid.

When evaluating bid/quotes, consideration may be given to (but not necessarily limited to) the following: price, bidder's previous record of performance and service, ability of bidder to render satisfactory service (i.e., training, maintenance and repairs), availability of bidder's representative to call upon and consult with the end users, quality and conformance to specification, delivery schedule, life expectancy, warranty and disposal value.

5. PROCEDURES FOR BLANKET PURCHASE ORDERS

A **BLANKET PURCHASE ORDER** is a single purchase order issued to a single vendor from which numerous purchases are made throughout the fiscal year. It is issued on an annual basis, usually at the beginning of the fiscal year. No single order should exceed \$2,500 (except for Maintenance OR LBIS, which should not exceed \$5,000) when referencing a specific blanket purchase order number.

Place order directly by phone (or in person if you wish for local purchases), referencing purchase order number on file with the vendor.

ALL VENDORS SHOULD SEND INVOICES DIRECTLY TO:

Kenyon College
Purchasing Coordinator
209 Chase Avenue
Gambier, OH 343022

NOTE: If an invoice arrives with no purchase order referenced, a **PAYMENT VOUCHER** will be attached to a copy of the invoice and sent to the Buyer for completion and return for payment.

6. LOCAL PURCHASING PROCEDURES

Please note the policies regarding purchases at the locations listed below. It is very important that the **original receipt** be returned to

Jackie Teater
Purchasing Coordinator
Eaton Center South
teaterj@kenyon.edu

with the **account number** on it. These receipts are placed in a holding folder. When the statement arrives from individual stores, these receipts are matched to the charges listed on the statement. If a receipt is missing, it takes time to contact the department for an account number. At times this can cause confusion and delay in paying the bill.

Delays in paying invoices has resulted in loss of purchasing access at these businesses.

LOWES: Buying here requires a **list of approved buyers** before you may charge for Kenyon College. If you know you will be making a charge at Lowes, please contact PBX 5562 and we will then add your name to the list of authorized buyers.

STAPLES: Staples of Mount Vernon requires a **purchase order** as outlined in sections 1 and 2 above. However, buying through Staples online site is less expensive. Check with PBX 5562 for access.

KROGER and WALMART: Requires **charge cards**. These are signed out to the individual and must be returned as quickly as possible. We suggest you call PBX 5562 to assure cards are available.