



Nashua Community College Purchasing Procedure

1. Check that the purchase you are making is within the purchasing guidelines below:

IF	THEN
<p>The purchase is less than \$10,000</p>	<p>Use the appropriate method to initiate purchase or to pay for goods or services:</p> <ul style="list-style-type: none"> • P-Card (Some services/commodities may not be purchased by P-Card. Please see P-Card procedures to confirm) • All grant funded purchases require a completed and signed requisition; requisition and quotes are forwarded to the Chancellor’s Office Finance Department • Use of P-Card is a form of payment only and does not waive CCSNH purchasing policy requirements • Direct Pay Invoice • Requisition Form/Purchase Order • IT Purchases of \$2,000 and above and all software purchases require System Office CIO approval • Colleges may require IT approval at the local level in addition to system level approval. Refer to your local purchasing procedures for guidance.
<p>The purchase is between \$10,000 and \$49,999.99</p>	<p>Obtain three quotes and then use one of the appropriate methods listed above to initiate purchase.</p> <ul style="list-style-type: none"> • Use of P-Card is a form of payment only and does not waive CCSNH purchasing policy requirement • All grant funded purchases require a completed and signed requisition; requisition and quotes are forwarded to the Chancellor’s Office Finance Department • For federal and federal pass-thru grant funded purchases over \$25,000, verification that the debarred and suspended vendor list has been reviewed and the vendor requested for payment is not listed as excluded on the System for Awards Management (SAM) must be attached to the requisition • IT Purchases of \$2,000 and above and all software purchases require System Office CIO approval • Colleges may require IT approval at the local level in addition to system level approval. Refer to your local purchasing procedures for guidance. • Certain exceptions to the quotation requirement may apply and are detailed in 442.01 11.

The purchase is \$50,000 or above
NOTE: The review and approval of proposed contracts, leases, or arrangements in the amount of \$100,000 or more and/or such proposed instruments that may be unusual by complexity or intent must be approved by the Board of Trustees Finance Committee.

College completes and receives necessary approvals on requisition and provides technical specifications for item(s) requested.

- Documentation is forwarded to the Chancellor's Office Finance Department
- Chancellor's Office Finance staff work in consultation with the college business office to initiate a formal bid process, Or
- Chancellor's Office Chief Operating Officer determines if an exception to bid is appropriate.
- Use of P-Card is a form of payment only and does not waive CCSNH purchasing policy requirement
- IT Purchases of \$2,000 and above and all software purchases require System Office CIO approval
- Colleges may require IT approval at the local level in addition to system level approval. Refer to your local purchasing procedures for guidance.
- Certain exceptions to the competitive bid process may apply and are detailed in 442.01 11.

***Note:** Any technology or software purchases need approval from the NCC IT office. All software purchases require an OIT justification form, which can be obtained in the IT office. That purchase will also have to be approved by the CIO in Concord. Any technology purchase that is over \$2,000 needs to follow the same process.

2. If the purchase you wish to make is for a service, you will need to:

- a. Obtain an initial quote for the service.
- b. Check your department budget to make sure you have funds available and email Laurie Berna in the Business Office for funding approval.
- c. Obtain a Certificate of Liability from the Vendor.
- d. Make sure the vendor you have selected is an approved vendor by accessing the State of NH vendor site at:
https://das.nh.gov/purchasing/Contracts_posteddte.asp?sort=cna
 - If they are not an approved vendor, you will need to ask them to complete our ALTW9 and ACH form (See Attached) or submit their own W9.
- e. Once approved, place your order for the service.
 - If a PO (purchasing invoice) number is required by the vendor, please use the original quote number or the date and your initials. For example: 101918LAB
- f. Please note that catering is considered a "service" and services cannot be paid for with a PCARD.
- g. If you are purchasing food for a meeting, you must submit an agenda and a list of meeting attendees to the Business Office for processing.

3. If the purchase you wish to make is for an order that can be paid for with a PCARD, you will need to:

- a. Obtain an initial quote for the purchase.
- b. Check your department budget to make sure you have funds available.
- c. Make an appointment with Toni Mason in the Business Office to make the PCARD purchase for you.
- d. Submit an original invoice, quote, email documentation and receipt with your department funding information to the person in the Business Office who made the PCARD purchase for you.
- e. If you are purchasing food for a meeting with a PCARD, you must submit an agenda and a list of meeting attendees to the Business Office for processing.
- f. Remember: any purchase made with a PCARD can take up to two weeks before it reduces your department budget so please keep this in mind when reviewing your budget for future purchases.

4. If the purchase you wish to make requires a check to be mailed to the vendor (Direct Pay) you will need to:

- a. Obtain an initial quote for the purchase.
- b. Check your department budget to make sure you have funds available.
- c. Submit the original invoice upon receipt with your department funding information (for example: Fund 171100 is for NCC and the department code 17SAO would be for the Student Affairs Office) to the Business Office.
- d. Make sure the invoice also includes the signature and date of the budget manager, with a notation of "OK TO PAY" and attach all relevant back up information for this purchase, such as quotes, emails, packing slips etc. Make sure the signature is readable if not print out your name next to your signature.

All grant purchases and purchases with a System PO need an IHR!

Shipping and Receiving

Please send Toni Mason an email confirmation if you have ordered something that is being shipped tmason@ccsnh.edu