



ADMINISTRATIVE PROCEDURE

TITLE: Departmental Supply Purchases

ADMINISTRATIVE PROCEDURE # 6335

RELATED TO POLICY # 6335 DEPARTMENTAL SUPPLY PURCHASES

- A.** Board Policy 6335 supports compliance with Oregon HB 2213 by addressing the requirement that the College must have a plan to mitigate the economic impact to the college store as part of their Textbook Affordability Plan. It will also keep College monies circulating within the campus programs.
- B.** Use of this purchase method is fully governed by, and may not be used to circumvent, approved Purchasing Policy 6330 or corresponding Administrative Procedure 6330. Purchases through the College Store may only be used for small procurements at the departmental level as outlined by 6330 BP/AP.
- C.** The procedure provides the College approved methods, which ensure that high quality goods and services are purchased in a consistent, cost effective, and efficient manner to meet UCC's business needs. It is intended to enable College employees to spend the minimum amount of time shopping for suppliers while receiving the best value.
- D.** The UCC Campus Store maintains partnerships with wholesalers to make purchases of administrative and office related supplies on the behalf of staff and students. Items available represent items negotiated on contract and in most instances, meet or beat suggested retail prices for the item.
- E. Ordering Procedures Outline:**
 - 1. The Department determines the need for the office-related supplies and secures Departmental approval to proceed with the purchase.
 - 2. The Department contacts the College Store with the request and submit the appropriate form (see below) which should include item descriptions, part numbers, and suggested vendor, as well as clearly stated Budget and Account coding.
 - 3. The College Store reviews the request for applicability. If accepted, store staff will enter the PO# into Banner and complete the transaction with the vendor.

4. Goods are received at the store loading dock and processed into the store's POS system.
5. The Department is charged for the order as indicated on the order form and a receipt emailed to the individual identified on the order.
6. The College Store forwards the invoice to Accounts Payable for standard processing.
7. Goods may be delivered by Campus courier or made available for pickup.

F. Office Supplies include but are not limited to:

1. General administrative and office-related supplies
2. Notebooks, binders, folders, labels, filing products
3. Writing utensils
4. Basic art supplies

G. The Special Order Form is used to order administrative and office-related supplies such as writing utensils, rulers, dry-erase boards, calendars, staplers, etc.

H. The Standard Copy Paper Form is required for all requests for 8 ½ "x 11" white copy paper.

I. The Requisition for Warehouse Supplies is required for orders for colored paper, card stock, oversize paper, envelopes and Scantrons.

J. All forms should be emailed to the campus store via the email found on the order form. Campus staff will process the order once the form is received. All forms can be found on the Campus Store website under the Contact tab located at the top of the page. The dropdown contains the link to Store Order Forms.

REFERENCES:

BP-6330, BP-6900, Rule CCR.228, & Oregon HB 2213.

RESPONSIBILITY:

The Campus Store Manager in collaboration with the Purchasing Manager are responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/29/2021 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: