



**ECSU**

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ELIZABETH CITY STATE UNIVERSITY

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FOUNDED 1891

# **Purchasing Manual**

## **November 2024**

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# Introduction

## Overview of Department

The Purchasing Department is part of the Division of Business & Finance and reports to the Associate Vice Chancellor of Financial Services under guidance of Vice Chancellor of Business & Finance. It is divided into two sub-departments: The Purchasing Office and Surplus Property. The Purchasing Office is located in the Marion D. Thorpe Building.

### Purchasing Department

The Purchasing Department is responsible for the procurement of goods and services for the University.

### Surplus Property

Surplus Property is responsible for pick up, storing and disposing of surplus property in accordance with rules and regulations of the State of North Carolina and the University.

## Mission

The Purchasing Department's mission is to provide direct support to the educational mission of the university by assisting departments in obtaining products and services of a high quality, at the lowest cost, in the time needed, while providing excellent customer service to campus departments, vendors, and the public. As stewards of public funds, we work to deliver quality results that follow all state laws and regulations governing procurement, while also taking into account sound business practices that are fair, open, and ethical.

## Code of Ethics

Purchasing personnel employ the core values of the University in the performance of their daily job functions. All employees maintain the highest ethical standards in the conduct of business on behalf of ECSU and the State of North Carolina.

### **WE WILL ALWAYS:**

- ❖ Engage in fair, ethical, and legal business practices that promote ECSU's mission.
- ❖ Grant all competitive offers equal consideration to the extent State regulations and the established policies of the University permit.
- ❖ Abide by the North Carolina General Statutes and Administrative Code governing procurement.
- ❖ Conduct business with potential and current suppliers in an atmosphere of mutual respect and integrity.
- ❖ Strive to obtain the maximum value for every public dollar spent.
- ❖ Decline personal gifts or gratuities.

## Purchase Authority and Authorization

### Purchase Authorization

The North Carolina Division of Purchase and Contract (P&C) was established by the General Assembly as part of the state's Department of Administration. P&C establishes procedures for acquiring commodities and services,

along with prescribing forms, consistent language, terms and conditions, and advertising requirements applicable to all agencies for procurement actions. The procedures, forms, consistent language, terms and conditions, and advertising requirements shall be established by taking into consideration market conditions, trends, legal requirements, and any other factors determined to be in the State's best interest. P&C administers the General Statutes 143-48 through 143-63.2 and the Administrative Code, Chapters 05A through 05D, which govern Purchases and Contracts.

The administrative head of a department serves as the budgetary head of that department and is responsible for the expenditure of those funds. The authority may be delegated to a fund manager. The manager of a fund is responsible for expenditures from that fund; however, this does not relieve the administrative head from responsibility for the allotted budget. The authority to make purchases for goods and services from these budgets is given to the Purchasing Department by electronic signatures on the purchasing requisition through Viking Shoppes.

## Unauthorized Purchases

The Purchasing Office is the sole campus department given authority by P&C to acquire goods and services on behalf of ECSU in accordance with North Carolina procurement laws. All departmental purchases must be made through the established e-procurement platform or p-card program; employees are not allowed to otherwise commit the University to a purchase from a vendor.

Purchases charged against University funds that are made outside of normal procedures may be unauthorized. The University is not legally bound to acquisitions made outside of established procurement rules, and individuals who commit to purchases, whether verbally or in writing, can be held personally responsible for the purchase and may be held liable by the University.

## Personal Purchases & Conflicts of Interest

Materials purchased with university funds are the property of the State and not intended for personal use.

### **Purchasing Conflicts of Interest**

A conflict of interest may be an actual or perceived interest by an ECSU employee in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. A conflict of interest occurs when an employee has a direct or fiduciary interest in another relationship.

### **Avoiding Purchasing Conflicts from Related Parties**

In order to avoid potential "conflict of interest," the University's policy is that if a University employee has an immediate family member (spouse/partner, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law) who is a principal owner of a business, the department in which that family member is employed will not be allowed to do business with that firm.

### **Avoiding Conflicts from Employees**

University policy prohibits purchases from University employees or companies in which any University employee has any ownership stake.

# Purchasing Delegation and Spending Limit Requirements

## General Purchasing Delegation

The University has a general purchasing delegation of \$100,000. ECSU is authorized under this delegation to acquire goods and services by purchase, rent, and lease; however, purchasing rules, regulations and policies must be followed.

Purchases greater than \$100,000 need approval from The University of North Carolina System. Purchases over \$500,000 need approval and/or are usually conducted by the Division of Purchase and Contract (P&C) unless otherwise exempt by statute.

Additional information regarding University delegation can be found in the NC Division of Purchase and Contract Procurement Manual.

[North Carolina Procurement Manual \(nc.gov\)](http://nc.gov)

## Spending Limit Requirements

### Seeking Competition

For those items not covered under state term contracts, competition must be sought. The competition requirement varies according to the overall dollar amount of the purchase.

Dollar Value	Rule	Method
<b>\$.01-\$29,000</b> <b>Small Dollar Purchases</b>	State Term Contracts (STC) if applicable and mandatory. If the item is not on STC, departments shall solicit bids from one of the following:  - University contracts available in Viking Shoppes - Historically Underutilized Business (HUB) - Cooperative/Convenience Contract (Viking Shoppes) - Any non-barred vendor	Even though competition is not required, all purchases must be made via a requisition in Viking Shoppes. The P-Card is also an approved purchasing method for authorized expenditures up to the cardholders single transaction limit.
<b>\$29,000.01-\$100,000</b> <b>Informal Purchases</b>	State Term Contracts (STC) shall be used for informal purchases if applicable and mandatory. If the item is not on STC, agencies shall solicit at least three competitive quotes or bids.	The Purchasing Office will work with individual departments to assist in finding sources of supply for goods and services; however, the departments are encouraged to solicit quotes from suppliers on their own. Competition may be waived for a solicitation pursuant to the specific conditions listed in 01 NCAC 05B .1401. If assistance is need obtaining additional quotes an 'Informal Bid Request Form' should be completed.
<b>\$100,000.01-\$500,000</b> <b>Formal Bids</b>	State Term Contracts (STC) shall be used for formal purchases if applicable and mandatory. If the item is not on STC, competition shall be solicited utilizing sealed bidding.	Individual departments will submit a 'Formal Bid Request Form'.

### Small Dollar (\$29,000 or less)

Even though competition is not required for small dollar purchases, all purchases must be made via a requisition in Viking Shoppes. The Purchasing Card (P-Card) is also an approved purchasing method for authorized expenditures.

### *Informal (\$29,000 to \$100,000)*

Purchases from \$29,001 to \$99,999.99 should utilize the informal bid process, which requires at least three quotes. Departments are welcome to solicit quotes from suppliers on their own and copies of all quotes should be attached to the purchase requisition in Vikings Shoppes so that they can be maintained with the procurement file.

Please note that it is not permissible to divide requests into multiple, smaller requests with the intent of circumventing the State's competition requirements. If a supplier other than the lowest quoted price is chosen a business case shall be included, with the purchase requisition, explaining why the selected quote was chosen and explaining how the purchase is most advantageous to the University.

### *Formal (\$100,000 and above)*

Purchases that exceed \$100,000 should utilize the formal bidding process, which requires that competition be solicited utilizing sealed bidding. This is coordinated by the Purchasing Office; it is helpful to include procurement services in the planning stages of the purchase.

The State of North Carolina provides the standard templates and all terms that must be included in every formal solicitation issued by ECSU. The end-using department will provide all specifications, requirements, and scope of work, as applicable, to the Purchasing Office for use in the construction of the document. The Purchasing Office staff will customize the document with the specifications or scope of work provided by the department and present a finalized version for review prior to advertising the requirement to the public.

The solicitation document will be advertised on the State of North Carolina's Electronic Vendor Portal (eVP) website <https://evp.nc.gov/>. Formal solicitations must be advertised for a minimum of ten (10) calendar days, but can be advertised for longer, depending on the complexity. The Purchasing Department has the sole authority on behalf of the University to approve the posting of solicitations.

## When Competition May Not Apply

### *NC State Term Contract*

The State Division of Purchase & Contract enters into annual contracts with outside vendors to acquire favorable prices for commonly used items. These contracts have already been competitively bid and therefore additional competition requirements do not apply.

Each contract has separate terms and conditions and should be reviewed to determine if applicable. Items on State Term Contracts can be found at: [Statewide Term Contracts | NC DOA](#).

### *Waiver of Competition*

Under certain conditions, and otherwise if deemed to be in the public interest by the State Purchasing Officer or University, competition may be waived. Those situations in which a waiver is appropriate are listed below and shall be documented with a signed and dated request from the Agency Procurement Chief or designee.

This justification must clearly state how this item or service is unique, why it is only available from the requested vendor, and what research was conducted to support the claim that the price is fair and reasonable. As a means of making this process simpler for departments, a Waiver of Competition Justification form is available from the 'Forms' section of the Purchasing Sharepoint and contains basic guidance to aid the user with completion.

**CONDITIONS PERMITTING A WAIVER INCLUDE, BUT ARE NOT LIMITED TO:**

- Performance or price competition is not available
- Product or service is available from only one source of supply
- Emergency action is indicated
- Donation predicated the source of supply
- Particular medical product or service, or prosthetic appliance is needed
- Product or service is needed for the blind or severely disabled and there are overriding considerations for its use
- Additional products or services are needed to complete an ongoing job or task
- Products are bought for "over the counter" resale
- Product or service is desired for educational, training, experimental, developmental or research work
- Items are subject to rapid price fluctuation or immediate acceptance
- There is evidence of resale price maintenance or other control of prices, lawful or unlawful, or collusion on the part of companies which thwarts normal competitive procedures
- The requirement is for an authorized cooperative project with another governmental unit(s) or a charitable non-profit organization(s)
- Where a used item(s) is available on short notice and subject to prior sale
- Competition has been solicited but no satisfactory offers received
- Standardization or compatibility is the overriding consideration

*Exemptions*

Certain agencies or classes of goods and services may be exempt from P&C involvement that fall into this category. The exemptions are limited and specific in nature, so please contact the Purchasing Office for guidance as to whether a request may fall into one of the exemption categories.

**CONDITIONS PERMITTING AN EXEMPTION INCLUDE, BUT ARE NOT LIMITED TO:**

- Published books, manuscripts, subscriptions to printed material, packaged copyrighted software products, and like materials.
- Personal services provided by a professional individual on a temporary or occasional basis using their professional skills to perform a professional task. This includes consultants, doctors, dentists, attorneys, architects, engineers, scientists, performers of the fine arts, and similar professions.
- Public utility services (gas, water, and electricity)
- Telephone and cable services furnished by those companies
- Services provided directly by an agency of the state, federal or local government, or its employees, when performing the service as a part of its normal governmental function.
- Animals, Poultry, and Fish: Using agencies are authorized to purchase animals, poultry, and fish.
- Feed: Using agencies are authorized to purchase feed, including special ingredients for animals, poultry, and fish.
- Athletic Apparel: Using agencies are authorized to purchase athletic apparel. Safety concerns for the athletes should remain within the using agency and its subject matter experts.
- Aircraft Maintenance: Using agencies are authorized to purchase aircraft maintenance and repair (see Repairs (Non-Construction)) whether unexpected or scheduled. This does not include the purchase of equipment, materials, or supplies for the aircraft that are separate and apart from the maintenance or repair being performed.
- Playground Equipment (Structures): Using agencies are authorized to purchase and install playground equipment when handled as a goods purchase versus a construction project.



### *Department of Correction Enterprise*

Preference should be given to the Correction Enterprise for the procurement of items. Purchases from the private sector should only be considered when Correction Enterprise cannot fulfill the requirement or when the necessary products are unavailable within the required time frame.

### *Conditional Grants or Donation*

When a grant or donation is received based upon making a purchase from the grantor, the proposed transaction shall be explained in writing and shall have prior approval of the State Purchase Officer (SPO). When a donation from the private sector covers 100% of the purchase price, the purchase or lease may be made without prior approval from the SPO.

## **Other Purchases & Things to Consider**

### **Emergency or “Pressing Need” Purchases**

Purchases of goods and services may be needed in case of emergency or pressing need. An emergency is a situation that endangers lives, property, or causes the immediate discontinuation of a vital program such as those essential for health and safety and which can be rectified only by immediate on-the-spot purchase, while a pressing need is one that arises from unforeseen causes included, but not limited to, delay by contractor, delay in transportation, breakdown in machinery, or unanticipated volume of work. Lack of reasonable forethought or planning is not justification for a pressing need.

- A solicitation document with standard language, terms and conditions should be requested if time permits.
- Negotiation may be made with the selected vendor.
- If over the university delegation, and time permits, prior approval should be received from NC Division of Purchase & Contract (P&C). Subsequently, whether or not time permits for prior approval, an explanation should be submitted to P&C in writing.

As soon as you become aware of an emergency, you should contact the Purchasing Department and begin your requisition process. An email should be sent as soon as possible to explain the emergency and what action was taken.

### **Historically Underutilized Business (HUB)**

State policy and regulations require that State agencies give small and Historically Underutilized Businesses (HUBs) fair consideration as subcontractors and suppliers. State agencies must use their best efforts to establish procedures and practices to accomplish this goal.

On a quarterly basis, the Purchasing Office must report to the State on all purchases that were made to certified HUB firms, so all University orders are tracked for these requirements.

### **Tax Exemption**

The University is exempt from **North Carolina** sales and use tax, a copy of the Sales Tax Exemption form can be found on the Purchasing Department’s SharePoint page. The University’s tax exemption status must be

communicated to vendors prior to doing business. Please note that purchases made **in person** in another state are **not** exempt from state sales and use tax.

## Debarred Vendors

Debarred vendors are not entitled to enter into contracts with the state. 01 NCAC 05B .1520. It is critical to check whether a potential vendor is listed on the state's debarred vendor list before they are selected for award. If a solicitation is funded by federal grants, consulting the federal debarred vendor list may also be required.

## Records Retention

All procurement records at the University are retained and disposed of in accordance with records retention guidelines and schedules established by the State. Procurement-related records are retained for a period of five (5) years after the conclusion of the contract period, and then destroyed.

## Biodegradable & Recycled Products

Whenever possible the University prefers to utilize biodegradable and recycled products and seeks to actively partner with suppliers to reduce the University's environmental footprint.

## Trade-in Materials

Some used equipment is valued when used as a trade-in on the purchase of new equipment. When a campus department wishes to trade-in used equipment, the information must be sent to the Purchasing Office for review via the Transfer/Disposal of Asset Form. This Dynamic Form is to be used for both fixed asset and non-fixed asset items and will be automatically routed for the necessary approvals. Trade-in requests must include a description of the item; current condition; asset tag number (if applicable); date of acquisition; purchase price; vendor offering the trade-in; full price of the replacement item; trade-in allowance for the used item; and the reason the trade-in is more advantageous than sending the item to Surplus Property for public auction.

If the Purchasing Office deems the trade-in to be in the best interest of the University, it will request approval from the State Surplus Property Division. If the request is approved by State Surplus Property, the University may offer the existing equipment as a trade-in under the purchase agreement.

# How to Make a Purchase

## Methods of Purchase

There are three methods by which a purchase can be made:

- Purchase Order (recommended method in most instances)
- Direct Payment (used for limited number of purchases)
- Purchasing Card (P-Card) (See P-Card manual for details)

## Purchase Orders

Purchases made using purchase order are the recommended method of purchasing for ECSU. Purchase orders are issued through Viking Shoppes, ECSU's Procure to Pay system. Instructions on how to use Viking Shoppes can be found in the [Viking Shoppes Reference Guide](#).

### *Standing Purchase Order*

A "Blanket Order" is a Purchase Order which has been issued to a vendor, against which purchases may be made. When repeated purchases of the same type of supply item are expected, multiple purchase requisitions may be eliminated by submitting one purchase requisition to establish a standing order situation.

## Direct Payment Requests

There are some instances when the best method of purchase is by direct payment request also known as a check request.

Direct Payment Request Forms can be used to pay:

- Conference Registration
- Membership Dues
- Medical Services for athletic injuries
- Postage/Express Mail
- Incidental employee reimbursements, not to exceed \$250
- Stipend Payments to Students
- Legal Settlements authorized by University Counsel
- Purchases from other governmental/public entities
- If a pre-approved contract is attached or referenced

Direct Payment Request Forms ***cannot*** be used to:

- Replace a Purchase Order when a Purchase Order is required.
- Pay for services rendered if a pre-approved contract is not attached.
- Reimburse employees for out-of-pocket expenses that exceed \$250

## Procurement Card (P-Card)

The University has an established purchasing card (P-Card) program that allows departmental users to obtain a university credit card that can be used to make purchases outside of normal Viking Shoppes process. The P-Card is the preferred purchasing method for purchases under \$5,000 that meet the acceptable uses in accordance with the University Purchasing Card Manual. For additional information consult the P-Card manual.

## New Vendor Requests

When a department wants to do business with a vendor the University does not have an established relationship with, a "Vendor Request Form" must be completed along with a W-9. Vendors must be active in the University's e-procurement system, Viking Shoppes, before a requisition can be entered or a purchase order is issued.

## North Carolina Statewide Term Contracts

The North Carolina Purchase & Contracts division is the state central purchasing authority that oversees all state agencies and generates a list of [Statewide Term Contracts](#) that are available to all state agencies. **All commodities and contractual services covered by a State Term Contract should be purchased in accordance with the instructions of those contracts.**

A vendor under a term contract is contracted only for the goods or services listed on that contract and not necessarily for all items or services offered by that vendor. In situations where a special type of item or contractual service is needed for a particular application, the University Purchasing Office will consult with the State Purchasing Administrator who managed the term contract for appropriate action.

These mandatory contracts are to be used whenever possible unless the item is available for a lower delivery cost than is offered on the contract. The University encourages use of these contracts as well because the competition rules of the State have already been satisfied and additional bidding is not required. NCGS 116-13(b) allows for the purchase of a contracted item from a non- contract vendor if the item cost, including delivery, is less than available on a mandatory State term contract. However, documentation of the State Term Contract pricing must be included with the requisition/transaction for the purchase at the better price.

As a general guideline, the first consideration to be made is if a good or service is available through a [Statewide Term Contract](#). The Statewide Term Contract site also contains links for IT Purchases and HUB certified suppliers

## Viking Shoppes Shopping Catalogs

An easily accessible web-based shopping site is located in Viking Shoppes that allows items to be purchased through contracted suppliers at competitive prices. Catalog Vendor are not always state term contract vendors.

## Specific Procurements

### Catering

Currently, Aramark holds the contract with the University for food and catering services. Contact Aramark to obtain a quote for the required services and enter your request into the Viking Shoppes system to have a purchase order generated or payment can be made via the P-Card if the purchase meets the acceptable use in accordance with the University Purchasing Card Manual.

### Honoraria

An honorarium is a payment to an individual given as a gift of gratitude for a speaking engagement, presentation, or participation in a campus event. Contracts are not required for honoraria, but the department should memorialize the gift in the form of an official letter to the recipient. Engagements where the individual will be performing a service for the University with expected deliverables are not honoraria and should follow the Independent Contractor process.

### Bookstore Purchases

Barnes & Noble holds a contract with the University to operate the campus bookstore. The Campus bookstore should be the first point of contact for all textbook and other book orders as their contract stipulates a 20%

discount on all University orders. If the bookstore is unable to order the particular book required, off-campus sources can then be explored. University departments placing an order simply need to contact the bookstore and provide the fund/account number to be used for the order and the funds will be transferred after the items are delivered.

### Office Supply Purchases

Office supplies are available through a mandatory use North Carolina state term contract and the current provider is Forms and Supply Incorporated (FSI).

### Furniture Purchases

North Carolina has established mandatory use state term contracts with multiple manufacturers and distributors that should be able to meet most office and classroom needs of the University. Detailed information regarding the manufacturers available and the dealers authorized to sell these items to the University is available by reaching out to your Purchasing Agent.

### Building or Office Maintenance & Repairs

All building and grounds repair requests, whether minor or major renovations, are managed by Facilities Management. Detailed instructions are available at the Facilities Management website.

## Contracts & Legal Review

A written contract is required any time a campus department wants to engage with an individual or company to provide a service to the University, regardless of the cost of the service. The Legal Department will review and negotiate any contract provided by a vendor to ensure compliance with North Carolina contracting law. University-developed templates are available to departments so that contracts can be created internally and presented to the service provider.

**All written agreements outside the University developed templates must be reviewed Legal Affairs; however please do not transfer vendor contract information to the ECSU template.**

**All contracts requiring signature on ECSU's behalf shall undergo legal review prior to execution.**

### Signature Authority

Only designated individuals have University delegated authority to sign contracts, and only for the types of contracts that accompany their designation.

- **Contracts generated for compensation in excess of \$25,000 shall be executed by the Chancellor.**
- **Contracts generated for compensation of \$25,000 or less shall be executed by the appropriate Vice Chancellor.**

## Contract Service (Personal & Professional Services)

A contracted service is defined as a service performed for the University by an independent contractor requiring specialized knowledge, experience, expertise, or similar capabilities. Service contracts should contain at a minimum the following:

- a. The date(s) of service
- b. Detailed specifications or type and level of work requires;
- c. What the University shall furnish;
- d. What the contractor shall furnish;
- e. The method, schedule and procedure for billing and payments; and
- f. Other subject matters, bearing on the conduct of the work.

## Multi-Term Contracts

The University has the authority to solicit bids for contracts with a term of five (5) years or less including extension and renewals without the prior approval of the SPO as outlined in NC General Statutes §143-53, Paragraph D. Contract periods should be consistent with industry practices for the goods or services being provided.

## Consortium Contracts

The University is a member of multiple purchasing consortia and has access to term contracts established by these agencies. Contracts that have been established by these agencies as the result of a competitive bidding process may be used by campus departments after they have been reviewed by the Purchasing Office and pricing has been determined to be advantageous to the state. Examples of these agencies are The Educational and Institutional Cooperative (E&I), Omnia Partners, Sourcewell, and NASPO Value Point. Contact the Purchasing Office with questions or if you require additional information.

## Revenue Generating Contracts

Revenue generating contracts should be competitively bid to allow all competing suppliers an opportunity to perform services that create a shared revenue situation.

## After the Purchase

### Complaints to Vendors

When a vendor is not upholding the terms and conditions of a particular purchase order or a vendor's product does not meet the specified standards and warranty provisions, the vendor should be notified as soon as possible. Efforts should be made, by the Purchasing Office, to work directly with the vendor. Correspondence with the vendor should be documented in the purchase order record. Complaints that cannot be resolved by the Purchasing Office should be forwarded to the NC Division of Purchase & Contract by the Purchasing Director.

## Receiving and Returning Merchandise

Unless a purchase has unique delivery requirements, all items are received in Central Receiving and then delivered to departments. Upon receipt of items, the Department should inspect the items and complete the e-receiving procedure. Items that need to be returned must be eligible for return and have a Return Merchandise Authorization. For assistance in returning merchandise, contact the Purchasing Office.

## Repair of In-Warranty Equipment

Most equipment is warranted by the manufacturer for a period of time against faulty parts or workmanship. Such equipment is generally supplied with a warranty card which is to be completed by the requisitioning department and returned to the manufacturers soon as the equipment is received. Unless this warranty card is returned promptly, some manufacturers will not recognize their liability for the repair or replacement of equipment.

A request for in-warranty service for all types of equipment should be submitted for approval in Viking Shoppes.

## Repair of Out of Warranty Equipment

Request for an out-of-warranty equipment service to be performed and not covered by a maintenance contract must be made by a purchase requisition submitted for approval in Viking Shoppes.

## Changes to Purchase Orders

### Purchase Orders Are Binding

When a Purchase Order is written to a vendor by the Purchasing Department in response to an offer by the Vendor and is based on acceptable terms and conditions, it becomes a binding order and cannot be broken by either party so long as both parties live up to the terms and conditions of the agreement.

### Change Orders

Purchasing must issue a Purchase Order Change whenever it is necessary to make a change in any existing purchase order to a vendor. Changes that result in a modification to a purchase order include any adjustments to the quantity of items ordered, cancellations, liquidations, account number changes (prior to invoicing), additional encumbrances, and returns. These changes require approval from the Budget Office, which can be obtained using the "Comment" function in Viking Shoppes.

## Other Helpful Information & Resources

NC Division of Purchase & Contract [North Carolina Procurement Manual](#)

NC Statewide Term Contracts [Statewide Term Contracts | NC DOA](#)

NC Division of Information and Technology [Statewide IT Contracts | NCDIT](#)

[NC Debarred Vendors | NC DOA](#)

[2023 Form E-595E.pdf](#)

# Document Revision History Log

## ECSU Purchasing Manual

Version Number	Date	Author	Notes (Status)
1.1	February 10, 2015	Rachael Haines	Archived
1.2	April 1, 2022	Jenny Meads	Archived
1.3	July 2022	Sherron White	Archived
1.4	November 15, 2024	Ashley Hill	<ul style="list-style-type: none"> <li>• Added Document Revision History Log</li> <li>• Direct Payment Request</li> <li>• Vendor Creation in the Viking Shoppes Systems changed to New Vendor Requests</li> <li>• Added section “After the Purchase” to include complaints to vendor, receiving and returning merchandise, warranties and repairs, and changes to the purchase order.</li> <li>• Added Other Helpful Resources.</li> </ul>

## Approvals & Signatures

Name	Title	Date	Signature
Robert Thibeault	Vice Chancellor of Business & Finance		
Ashley Hill	Director of Purchasing		