

3.1.16p. OFTC Purchasing Procedure

Purchases

1. Unless otherwise prohibited by State Purchasing, agencies are authorized on their own behalf to purchase in accordance with O.C.G.A. and to report such purchases to State Purchasing. Therefore, SPD approval is not required in advance of emergency purchases.
2. Emergency circumstances exist where normal purchasing procedures cannot be utilized without extremely detrimental effects upon the operation of the Agency and the State's business. The purchase order should be handled by the APO using Open Market purchasing practices, as appropriate. The purchase order should provide documentation as to the circumstances surrounding the emergency and should clearly state "emergency purchase" on the face of the purchase order or in the description on Team Georgia Marketplace requisition.
3. The APO must provide written justification and a copy of the PO and all the pertinent documentation to the SPD relating to the purchase transaction after the purchase. 4. The APO will issue a PO to the vendor marking the PO "Emergency Purchase".

OFTC Internal Emergency Procedure

An emergency procurement is handled outside of the normal competitive process because of the urgency of the circumstances. However, as good business practice and in the best interest of the college, OFTC will make any procurement as competitive as time and the circumstances permit. Local vendors will most likely be utilized due to time restraints & bidding will not be required.

1. Employee should contact VP of Administrative Services, Provost, Director of Accounting, President, or Purchasing Tech to obtain approval. In the event that one of the above isn't available, contact the highest ranking official present. If the requestor makes the purchase, rather than the Purchasing Tech, the requestor must keep a log of purchases made.
2. Procurement and delivery of the item(s) will be made in the most expedient method possible.
3. Purchases will be made via Purchasing Card or billed to OFTC. Purchasing Card limits may be increased during this time.

Adopted: March 19, 2015

Reviewed: February 24, 2014, March 19, 2015, March 17, 2016, March 23, 2017; March 21, 2018; February 25, 2019

Revised: