

**Central Georgia Technical College
Purchasing Levels Update – 07/28/06**

\$5,000 or less: No bids required

\$5,001 to \$10,000: Six phone bids – three must be Minority (unless SWC or mandatory source)

>\$10,000: Must be bid through State Purchasing (unless SWC or mandatory source)

>\$75,000: Must have prior approval from the DTAE State Board

Reminder: Any item on “mandatory source” list or on “statewide contract” (SWC) must be purchased from those sources. The above guidelines do not apply to purchases from these two areas. However, the requirement for DTAE State Board approval for purchases over \$75,000 must always be followed. All applicable State purchasing laws, rules and regulations must always be referred to and applied.

THE SUBMISSION OF AN INVOICE WITHOUT A REQUISITION OR AT THE SAME TIME OF THE REQUISITION IS AGAINST STATE PURCHASING REGULATIONS AND GENERALLY ACCEPTED ACCOUNTING PRACTICES. A CGTC purchase order should be processed before any funds are committed in any manner. Failure to follow these prescribed procedures puts both CGTC and the employee at financial risk.

The use of “sole source” and “sole brand” is rarely defensible. Placing these notations on a requisition usually only delays the purchase you want to make by weeks or months, due to having to backtrack and handle the purchase correctly. Please work with the purchasing officer in the business office to decide if a purchase meets one or both of these deviations from the purchase requirements.

The only exceptions are professional architects/consultants meeting the State regulation definition. These must be approved by the President.