

**Williamsburg Technical College
PROCEDURE**

SECTION B – ADMINISTRATION AND FINANCE

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| Title PURCHASING | Number B-1.1 |
| Division of Responsibility Administration and Finance | Approval Date Page 1/21/2021 1 of 1 |
| Approval Vice President _____ President _____ | Supersedes Procedure No. B-1.1 Date 2/3/14 |

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Purchasing

Business Office staff will follow guidelines as outlined in the South Carolina Procurement Code for purchasing supplies, services, and equipment. Purchase request will be submitted through appropriate supervisors/ VP for approval. The request will be processed through the business office for purchase as outlined in the SC Procurement Code. All purchase orders are received through the facilities (shipping & receiving). Any items that qualify under the inventory requirements will be recorded through the inventory system before delivered to the department who requested the purchase.

II. Petty Cash

Petty cash is for reimbursement of supplies, etc., needed by departments within \$25.00 increments. No reimbursement is made from petty cash for amounts over \$25.00.

Receipts up to \$25.00 should be taken to the Business Office with the account number to which it is to be billed listed on the receipt; original receipts are required. Business Office staff will reimburse the appropriate amount(s) to the requesting employee who will be required to sign the petty cash form.

Expenditures for supplies, etc., in amounts over \$25.00 may be reimbursed by submitting a memoto the Business Office Accounts Payable Technician. The memo should include the account number to which the expense(s) is to be charged and have original receipt(s) attached. A check will be generated as soon as possible.

Facilities Management is the only department that will be given petty cash in advance for purchases and the limit is \$50.00. Business Office staff will prepare a petty cash form to be signed by the Facilities Management staff person who will promptly return the receipt(s) for purchase(s) made.

Petty cash will be balanced by Business Office staff at the end of each business day.