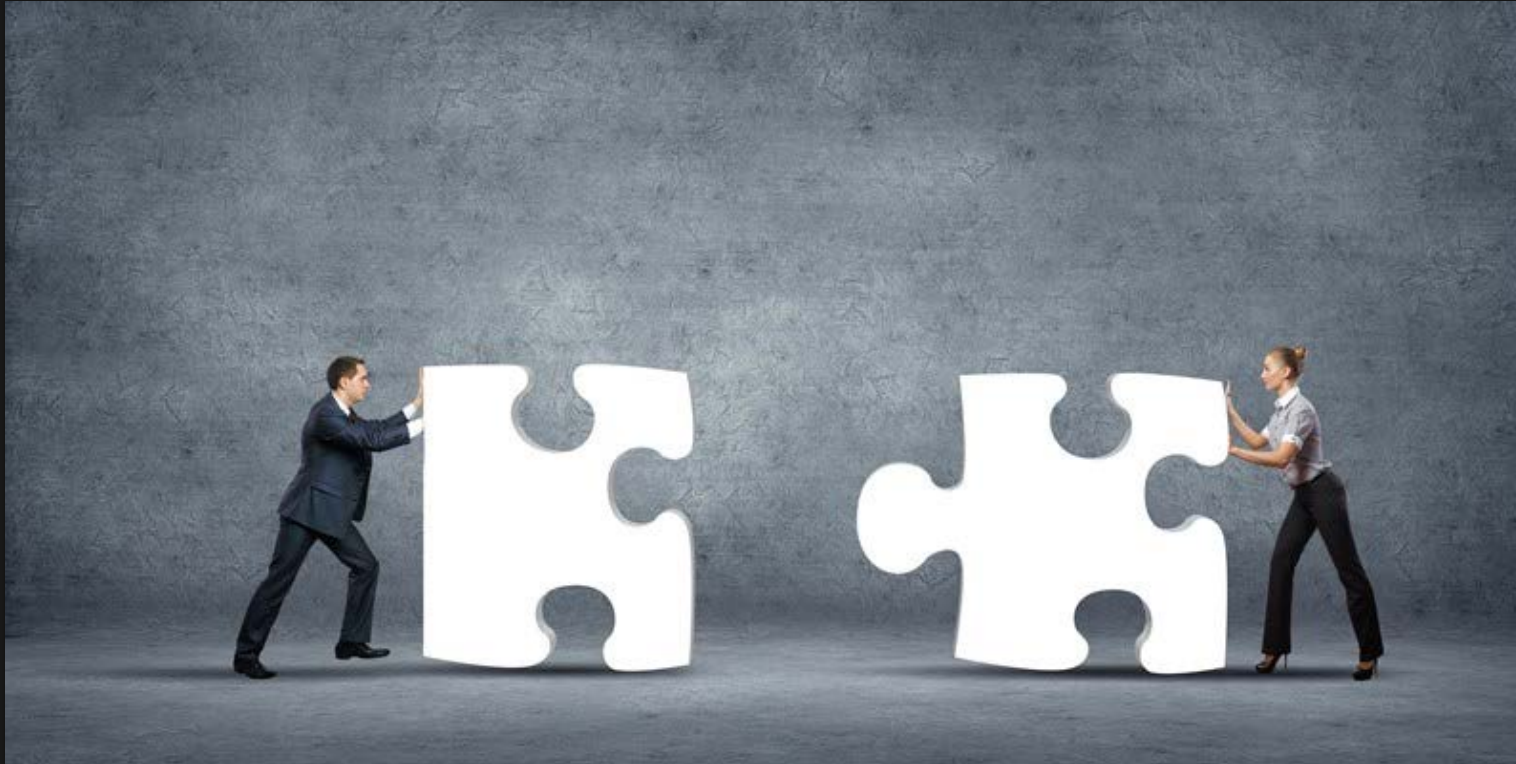


Purchasing Procedures – Summary

A summary on the new purchasing procedures at Hocking College

Travel vs. Procurement (“Purchasing”)



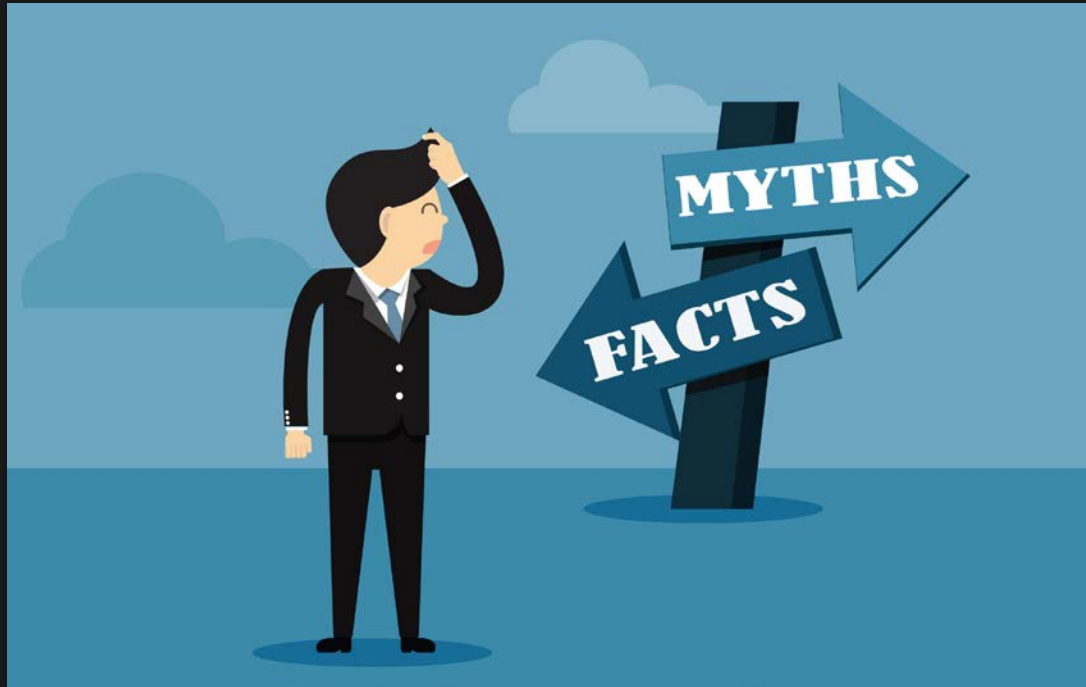
Travel Procedures and Purchasing Procedures both fall under the umbrella of Procurement but they are **NOT** the same.

Travel Procedure



- Send your pre-approved signed travel form to purchasing@hocking.edu
- Send the Hotel Reservation Form to purchasing@hocking.edu
- Send the Flight Reservation Form to purchasing@hocking.edu
- Within 48 Hours of returning, return receipts, signed travel form, and P-Card to Fiscal Services.

Common Questions about Travel



- The New “Purchase Authorization Form” does **NOT** need to be completed for purchases while travelling – this **IS** the functionality of the travel form.
- Where possible (more often than not) the Procurement Team **WILL** book your hotel with the P-Card that you will be checking out to travel with. (It is a myth that you cannot reserve with one credit card and pay with another).

3 Ways to Purchase



- Requisitions
 - Complete Requisition (Don't know how to complete one – Ask Us!)
 - Receive Goods
 - Bill is Paid
- The Procurement Team: purchasing@hocking.edu
 - Send E-mail w/ Purchase Approval Form
 - Include Product/Item Description Attachment (For Example: Screenshot from website).
 - You will receive a confirmation e-mail once purchase has been made.
- Your Director/Exec Director/V.P.
 - If your supervisor is making the purchase (where they complete the transaction themselves) your **DO NOT** need to complete the Purchasing Approval Form.
 - Depending on the Limit of your P-Card, depends on the **PER PURCHASE** threshold before you need another level of approval (table provided next slide).

Purchase Limits & Approvals



P-Card Limit	Purchase Limit before additional approval needed
\$2,500	\$500
\$5,000	\$1,000
\$10,000	\$5,000 (C.F.O. Approval)

For Example: An employee has a \$5,000 limit on their P-Card, they are purchasing supplies for a student activity that cost \$300, no upward approval is necessary.

The same employee makes a purchase costing \$1,200, the Purchasing Approval Form should be completed, signed by their supervisor and turned in attached behind the item receipt to be turned in with their P-Card Statement.

Don't know your limit? Email us purchasing@hocking.edu

New Procedure - FAQ



- What if there is an emergency and I don't have a P-Card?
 - If you cannot reach your direct supervisor, you can reach our C.F.O.
- When can I pick up my P-Card if I am travelling?
 - 24 Hours in advance (by appointment when circumstances don't allow)
- How will I know my card is active when I travel?
 - The Procurement Team will send an e-mail to let you know when your card has been activated.
- What if I have issues while I'm travelling?
 - During normal college business hours you can contact Fiscal Services. After hours, you can reach our C.F.O.
- If I'm unsure if a purchase is allowable, what should I do?
 - Ask! Our Team can help! purchasing@hocking.edu