DENMARK TECHNICAL COLLEGE

PURCHASING POLICIES AND PROCEDURES

(REVISED 6/2003)

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DENMARK TECHNICAL COLLEGE

Purchasing Policies and Procedures

GENERAL INFORMATION

Purpose of Manual

This manual is provided as a guide to all departments of Denmark Technical College for the procurement of materials, supplies, equipment, and services required for their respective operations and for budgetary control of the costs of purchases.

These procedures apply regardless of the source of funds.

Although this manual is not intended to completely cover the internal operations of the college’s Purchasing Department, certain phases of its operation are included to clarify procedures.

Denmark Technical College adheres to the provisions of the South Carolina Consolidated Procurement Code.

Responsibilities of the Purchasing Department

Under the authority delegated to Denmark Technical College (DTC) by the South Carolina Act Number 654, By-laws of the DTC Area Commission in conformity with provisions, regulations and policies of the State Board for Technical and Comprehensive Education, the Purchasing Department under the supervision of the Chief Business Officer has the exclusive responsibility for:

A. Supporting the educational mission of the college by procuring the materials, supplies, equipment, and services required for the college’s operation.

B. Providing Purchasing services to all departments and locations that are a part of the college.

C. Procuring such commodities and services in the most efficient, economical, and responsible manner.
Ethical Standards

Denmark Technical College adheres to the Code of Ethics as adopted by the National Association of Education Buyers for the purchasing official.

1. Give first consideration to the objectives and policies of the college.

2. To strive to obtain the maximum ultimate value of each dollar of expenditure.

3. To cooperate with trade and industrial associations, governmental, and private agencies who promote and develop sound business methods.

4. To demand honesty in sales representation whether offered through a verbal or written statement and advertisement, or a sample of the product.

5. To decline personal gifts.

6. To grant all competitive bidders equal consideration; to regard each transaction on its own merits; to promote fair, ethical, and legal trade practices.

7. To use only, by consent, original ideas and designs devised by one vendor for purchase comparisons.

8. To be willing to submit to arbitration any major controversies.

9. To accord a prompt and courteous reception, in so far as conditions permit; to be friendly to all who call on legitimate business missions.

10. To counsel and cooperate with all organizations and individuals who enhance the development of governmental and educational purchasing.
PURCHASING POLICIES/PRACTICES

General

A contract is defined as a binding agreement based upon the genuine assent of two or more parties to perform a service or provide a product under established conditions for defined consideration.

From the inception to the consummation of a contract, many important issues are involved. Therefore, the proper handling of these issues and the administering of the business features connected with them are vital factors in the successful completion of a contract.

For these reasons, the authority and responsibility of purchasing rests with the Purchasing Department. This places the responsibility on those who have the interest and the skill to do the work properly and whose primary concern is in the performance of this special task. Under these conditions, the Purchasing Department can establish uniform policies with respect to seller relationships. Such policies are summarized as follows:
A. Departmental Solicitation by Sales Representatives

Many items used by the college must be obtained under state contracts or by competitive bidding vendors, so departmental solicitation of business is of little productive value to a sales representative. However, the Processing Department serves as a screen from salesmen, but not a barrier.

B. Correspondence with Vendors

Following the transmittal of a purchase order to the vendor, all correspondence in connection with the fulfillment of the contract is to be handled by the Purchasing Department.

C. Adjustments

The Purchasing Department will conduct all adjustment negotiations.

Unauthorized Purchases

The Purchasing Department is the only unit of the college authorized to procure goods and services for the college, except as provided for in the policy on petty cash. Unauthorized procurements and D.E.V.’s shall become the responsibility of the individual making such procurement.

All unauthorized purchases must be ratified by the President of the College up to the College’s procurement certification limit. Any unauthorized procurement above the College’s certification limit will be ratified in accordance with Regulation 19-445-2015 of the South Carolina Consolidated Procurement Code.

Budgetary Control

Each department, using materials and services as described in this manual, is responsible for confining its expenditures within the limits of its fiscal budget.

If a departmental budget is overspent, requisitions will not be processed for that particular department unless deemed in the best interest of the College.
Authorization for Purchasing

All procurement or obligations shall require the following levels of approval:

1. Originator

2. Program Coordinator or Division Chairperson

3. Dean

4. Vice President for Fiscal Affairs

5. President
   a. All requisitions and D.E.V.'s

Miscellaneous Policies

A. Restricted Specifications

Section 11-35-2750 of the code states that all specifications be non-restrictive. This rule applies to each solicitation and includes, among other, all specifications prepared by architects, engineers, designers, draftsmen, and land surveyors for state contract.

B. Retention of Records

All procurement records of Denmark Technical College shall be retained and disposed of in accordance with records retention guidelines and schedules approved by the Department of Archives and History as stated in Section 11-35-2430 of the Code.

C. Warrant and Quality

All items must be warranted for a period of one year unless otherwise indicated. Any item offered or shipped shall be new and in first-class condition.

D. Advance Notification of Needs by Users

All users should schedule their needs well in advance so proper procurement procedures can be followed.

E. Sample Submission
When required, a sample must be submitted free of expense to the college and will be non-refundable.

F. Confirmation Orders

No confirmation orders shall be issued by any person other than the Procurement Officer, except in emergency situations.

PURCHASING PROCEDURES

Purchase Requisitions for Supplies/Services

The standard college requisition form is to be used for requesting expendable supplies or services. Examples of these are: instructional and office supplies, maintenance and repair services, and membership fees.

The purchase requisition is the most important form of communication between the various departments and the Purchasing Department. This document notifies the Purchasing Department that a department desires a specific commodity or service. Usually it is the only document submitted; therefore, the purchase requisition must present specific and complete details on the commodity or service desired. Requisition forms can be obtained from Central Stores.

The following information should be furnished when submitting a purchase requisition (See attachment I.)

1. Date: Enter the date on which the requisition is prepared.

2. Budget to be Charged: Enter the accounting code from your department or program budget.

3. Department: Enter the department or program name.

4. Special instructions: When applicable, enter any specific instructions regarding the processing of your requisition. For instance, if you need to pick up the items listed, please indicate. If you have a required mailing or delivery date, please indicate. Avoid “ASAP” “Immediately”, or “Rush”. If we feel that we cannot meet your date, we will advise you so that you may choose another course of action or obtain a more realistic date.

5. Quality: For each item, enter the amount required. Unit: For each item, list unit such as pounds, dozen, each.
6. Description: The description should be specific and complete so that the commodity or service can be easily identified.
   a. Commodity-description should include manufacturer, model number, order number, color, or size if applicable, etc.
   b. Service-description should include type of service.

7. Unit Cost: Include the actual cost, your best estimate of what you think the item will cost, or the amount you are willing to spend. This information can be obtained from price lists, catalogs or prior purchases.

8. Total: Enter the total amount of the item including sales tax (if applicable).

9. Vendor and Address: Enter complete address including zip code. If vendor is an individual, enter name and, if applicable, complete address.

10. Telephone Numbers: Enter the telephone number of vendor if available.

11. Quoted By: If the prices on your requisition are quoted, enter name of person quoting the prices. A copy of the quote should be attached to the requisition.

12. Originator’s Signature: The requisition must be signed and dated by the person originating the request for purchase.

13. Division Chairperson/Program Coordinator: All requisitions should be approved and dated by the Division Chairperson or Program Coordinator.

14. Dean: All requisitions should be approved and dated by the appropriate Dean or Institutional Officer.

Any attachments should be stapled to the requisition.

Requisitions should be carefully reviewed before being sent to the Purchasing Department. Accuracy is important. Make sure that the requisition is fully legible. Incomplete or inaccurate requisitions may be returned for revisions. This will result in unnecessary delay in the processing of your request.

The Purchasing Department maintains a limited catalog library to assist departments in preparing requisitions.

**Equipment Purchase Requisition**

The State Requisition form is to be used for all equipment when unit cost is $300 or more, including
freight and tax (See attachment II.)

The following information should be furnished when submitting an equipment requisition:

1. Date: Enter the date on which the requisition is prepared.

2. Department: Enter the department name.

3. Name of item: Enter the name of the equipment being requested. Include item number, quantity, and units of measure.

4. Description: The description should be specific and complete so that the particular equipment can be easily identified. Description should be nonrestricted. Four photo copies of items requested must be attached.

5. Name of Manufacturer: Enter the name of the manufacturer that you recommend.

6. Model Number: Enter the specific model number that you prefer.

7. Quote: Enter the unit cost, discount, sales tax, and total cost of the item.

8. Delivery Lead Time: Include the estimated delivery time after the vendor receives the order (ARO) and special delivery instructions.

9. Name of Sales Representative: Enter the name of the sales representative you contacted.

10. Company: Enter the complete address, including zip code and telephone number.

11. Department Head or Program Coordinator and Dean. The requisition must be signed and dated by the Department Head or Program Coordinator and Dean.

12. Approved: The equipment requisition must be authorized by the President.

Processing of Completed Requisition

Upon receipt in the Purchasing Department, the requisition is dated and verified for approval. The requisition is then reviewed for adequate specifications and other pertinent information.

At this time, the Procurement Office will determine the method of purchase (small purchase, sole source, state contract, competitive sealed bidding, or emergency procurement), verify or secure costs, and select the vendor.
The Procurement Officer will review the budget for adequate funds. A blanket purchase order may be issued to local vendors on a rotating basis. Such purchase orders will be issued to vendors in Barnwell, Bamberg, and Allendale Counties.

Each such blanket purchase order will have an authorized spending limit of $500. After items have been purchased up to the authorized limit on a purchase order, the department must provide the Business Office with a receipt governing all items charged against the blanket purchase order. All agreements must adhere to the provisions provided in the State of South Carolina Procurement Code.

**Term Contracts**

It is mandatory that the college utilize term contracts established by the Materials Management Office. A list of these contracts is maintained in the Purchasing Office. Various sheets are forwarded to appropriate departments for reference when ordering. (See attachment III.)

**Processing the Purchase Order**

An official purchase orders is typed from the information on the requisition. The purchase order is signed by the Vice President for Fiscal Affairs.

The purchase order is a four(4) part form and is distributed as follows:

a. (Original) Copy-Mailed to Vendor  
b. Copy-Purchasing  
c. Copy-Sent to Inventory/Accounts Payable  
d. Copy-Sent to Originator

**State Purchasing Orders**

State Purchase Orders are received from the Finance Division of the State Board of Technical and Comprehensive Education. The receiving copy is forwarded to the Receiving Division and the other copy is retained in the Business Office.

**Receipt of Orders**

All shipments will be received by the Receiving Department unless otherwise specified. The Property Inventory Control Specialist will verify receipt of all materials, sign the receiving copy of purchase order, and forward it to the Business Office. Also, the requestor and the Property Inventory Control Specialist must date the receipt of materials or services.

Furthermore, no partial payment will be made for partial shipments unless prior approval by the
Chief Business Officer has been obtained.

It is the responsibility of the using department to immediately notify the Receiving Department upon receipt of any items that are shipped directly to the using department.

State purchase orders for equipment are forwarded to the Finance Division of the state Board for Technical and Comprehensive Education for payment. (See attachment V.)

THE PURCHASING ORDER
SUPPLIES/SERVICES REQUISITIONS

Originator

Local Requisitions State Requisitions

Dean
V. P. for Fiscal Affairs
Purchasing

Dean
V. P. for Fiscal Affairs
President
Purchasing

Invoice processing

Invoice processing is handled by the Business Office. It involves an audit of the purchase order, the receiving report, and the invoice. The audit verifies the receipt of materials or services rendered, the correctness of pieces, the accuracy of extensions, and other pertinent factors. Any discrepancy is referred to Accounts Payable and Purchasing for resolution.

A. A change order must be issued for all invoices that exceed the total purchase order by five
(5) percent.

B. The change order must be approved by the Vice President for Fiscal Affairs.

**Emergency Procurement**

The determination for an emergency procurement is made in writing and authorized by the President. Emergency procurements are permitted only when there exist an immediate threat to public health, welfare, or safety, such as may arise by reason of floods, epidemics, riots, equipment failures, fire loss, or such other reason as may be proclaimed by the President. Emergency procurements shall be made with as much competition as is practical under the circumstances. Emergency commitments are made in accordance with emergency procurement procedure. (See attachment VI.)

**Lead Time**

In determining lead time for processing of purchase orders, the following factors should be taken into consideration:

A. If no bids are required, the Purchasing Department normally requires a minimum of 3 working days to process the order.

B. If bids are required, an additional 7-15 calendar days will be required for processing.

C. If competitive sealed bids are required, additional 20 to 30 calendar days will be required for processing.

D. If the order has to be sent to Central State Purchasing, processing time will require a minimum of 60-90 days.

**Competition Requirements**

A. Purchases of $1500 or less, do not require competitive quotations if the prices are considered to be fair and reasonable by the Procurement Officer.

B. Purchases from $1501 to $5000 require solicitations of verbal or written quotes from a minimum of three qualified sources.

C. Purchases from $5001 will be sent to Central State Purchasing for processing.
1. In-State Bidder's Preference

These are the only conditions under which any in-state preference is shown.

Competitive procurements shall be made from a responsive and responsible vendor resident in South Carolina:

A. For procurements under $10,000.00 if such bid does not exceed the lowest qualified bid from a nonresident vendor by more than two percent of the latter bid, and if the resident vendor has made written claim for such preference at the time the bid was submitted.

B. For procurements in excess of $10,000.00 if such bid does not exceed the qualified bid from a nonresident vendor by more than one percent of the latter bid, and if the resident vendor has made written claim for such preference at the time the bid was submitted. A vendor shall be a resident of this state if such vendor be an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in the state, maintains a representative inventory of commodities on which the bid is submitted and has paid all taxes duly assessed. Preferences under this subsection shall not apply to either prime contractors or subcontractors as relates to the construction industry nor to a vendor or goods whether in quantity or not when the price of a single unit of the time involved is more than $4,999.99.

2. Unsigned Bids

Unsigned bids shall be rejected unless a representative of the company who has the authority to sign is present at the bid opening; and if discovery is made prior to the reading of any bids for that procurement, the representative may be allowed to sign the bid.

3. Correction Creates Low Bid

To maintain the integrity of the competitive sealed bidding system, a bidder shall not be permitted to correct a bid mistake after bid opening that would cause such bidder to have the low bid unless the mistake in the judgement of the Procurement Officer is clearly evident from examining the bid document; for example, extension of unit prices or efforts in addition.
4. Award

The contract shall be awarded to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. (See attachment IX.)

5. Protests Against Awards

Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Chief Business Officer. The protest, setting forth the grievance, shall be submitted in writing within ten days after such aggrieved persons knows or should have known of the facts giving rise thereto, but in no circumstance after thirty days of notification of award of contract. The appropriate head of a purchasing agency or designees thereof shall have authority, prior to the commencement of an administrative review, as provided in this article, to settle and resolve a protest of an aggrieved bidder, offeror, contractor or subcontractor, actual or prospective, concerning the solicitation or award of a contract. This authority shall be utilized in a manner consistent with regulations or laws governing the procurement of supplies, services and construction for the state. If the protest is not resolved by mutual agreement, the appropriate chief procurement officer shall promptly issue a decision in writing within ten days. The decision will state the reasons for the actions taken. A copy of the decision shall be mailed or furnished immediately to the Protestant and any other party intervening.

A decision shall be final and conclusive, unless fraudulent, or unless any person adversely affected by the decision requests a review, in writing, setting forth the grievance, to the procurement Review Panel, within ten days of the decision. The protester may also request an interview with the panel.

In the event a professor should have been awarded the contract under a solicitation but is not, then such party may apply to the Review Panel, the reimbursement of the actual costs, not to exceed five thousand dollars incurred in connection with the solicitation including bid preparation. Upon receipt of such application, the Review Panel may order the computation of a reasonable reimbursement amount and make such recommendations to the board as it deems equitable, including reimbursement of bid preparation costs, not to exceed five thousand dollars, and other relief.
Sole Source Procurement

In accordance with Section 11-35-1560 of the Consolidated Procurement Code, sole source procurement is permitted when a requirement is available from only one Supplier. The following are examples of circumstances which could necessitate sole source procurement:

1. Where the compatibility of equipment, accessories, or replacement parts is the primary consideration;
2. Where a sole supplier’s item is needed for trial use or testing;
3. Where a sole supplier’s item is to be procured for resale;
4. Where public utility services are to be procured; and
5. Where the item is one of a kind.

To obtain approval for a sole source procurement, the using department must complete a “Justification for Sole Source Procurement” form to be forwarded to the college president for final determination and approval. These forms may be obtained from the Purchasing Department. (See attachment X.)

Return of Merchandise/Equipment, or cancellation of an Open Purchase Order

a. Legal Aspect - a purchase order formally issued to a vendor constitutes a legal contract. Therefore, permission must be obtained from the vendor to return merchandise that meets the specifications stated in the order or to cancel an order prior to delivery.

B. Merchandise to be Returned - Anyone who received ordered merchandise and decides it is not needed or not suitable may request permission from the Procurement Officer to return it.

Receipt of Damaged Material or Shortages

Upon discovery of a shortage or damaged goods in the initial inspection, the Procurement Officer should note the discrepancy on the way-bill (a document containing a list of goods and shipping instructions relative to a shipment) before signing it.

In the event that concealed damage or shortage is discovered (a shortage or damage of apparent from external appearance), the department head must notify the Procurement Officer immediately. (See
In either case, a description of the damage must be given along with the name of the transportation company and its way-bill number, if known. All packing material and cartons or cases must be retained pending inspection by a claims agent.

South Carolina Sales and Use tax

Other than for those categories of items exempt by law, all purchases are subject to the inclusion of six (6) percent sales tax as part of the cost.

a. Exempted items

1. Items purchased for resale by agencies which collect the sales tax when the sale is made. Purchase requisitions covering such items should bear the notation “Tax Exempt-Purchases for Resale”.

2. Purchases of services.

3. Library books and magazines.

4. Labor portion of charge for repairs to equipment.

5. Maintenance contracts for equipment (parts not included in such contracts are taxable).

6. Rental of Real Property.

7. Effective July 1, 1984, the maximum tax applicable to the sale of single motor vehicle is $300.00.

Purchase of Airline Tickets and Lodging Accommodations

Tickets for commercial air travel or lodging accommodations that are paid by the college are procured only on authority of an approved travel request. Upon receipt of an approved request from the President, the Business Office will issue a purchase order for the tickets or lodging accommodations.

Transportation to and from points of arrival and departure will be accomplished by the most
economical method.

Lodging reservations for state business travel within the state will be made in accordance with the Director of Hotel/Motel Discounts, available in the Purchasing Office.

**Petty Cash Purchases**

The use of petty cash funds for reimbursement of small operational expenses is a viable method eliminating paperwork yet acquiring needed supplies for accomplishing the college’s mission. Single reimbursement of these funds shall not exceed $25.00.

To obtain reimbursement, original purchase invoice or similar documentation must be stapled to a completed Petty Cash Voucher signed by the requester. This voucher may be obtained from the Business Office. Expenditures will be reviewed to prevent abuse.

**Surplus Property**

a. **Purchase**

The state has surplus property for sale to state agencies and institutions, located at the warehouse located on Boston Avenue in West Columbia. Departments interested in obtaining items from surplus property should call the Purchasing Department. (See Attachment XII.)

B. **Disposal**

All surplus property shall be disposed of in accordance with the State of South Carolina Procurement Code. The state has surplus property for sale to state agencies and institutions, located at the warehouse located on Boston Avenue in West Columbia. (See Attachment XII.)

**Information Technology Purchases**

The Coordinator of Management Information System (MIS) is the single point of contact for computer resources within the college. The Coordinator should advise the Chief Business Officer on all requisitions associated with acquisition of computer devices including work processors, modem, etc. These restrictions apply to software as well as hardware. Also, the college is not certified in this area, and therefore, procurement that exceed $5,000 must be submitted to State Purchasing. In addition to this, IT plans must be prepared annually.
Purchase of Consultation and Other Professional Services

All consultants must be procured in compliance with the Procurement Code and Regulations unless specifically exempted by the Budget and Control Board.

A. Evaluation Specifications

1. The Program Coordinator is responsible for preparing specifications for program evaluation in accordance with program guidelines.

2. The Program Coordinator submits the specifications to at least three (3) prospective consultants.

3. The Program Coordinator will review consultant evaluation proposals and make recommendations for institutional concurrence.

B. Approval/Request for Consultative Services

1. The Program Coordinator prepares an Approval/Request for Consultative Services with the following information. (See Attachment XIII).

   a. Consultant name and address
   b. Purpose of consultation/need for consultation
   c. Consultant qualifications (must include copy of resume):

      1. Professional fee
      2. Travel
      3. Per Diem
      4. Preparation
      5. Miscellaneous
      6. Total

2. The Program Coordinator approves as the initiating individual and obtains the approval signatures of the Dean responsible for the program and the college President.

C. Consultant Contract

1. Based on the Approval/Request for Consultative services, the Program Coordinator prepares a Consultant Contract containing the following information: (See Attachment XIV.) A Purchase Order Number is not required for payment of consultant contracts. However, approval to pay must be written on the invoice or
in memo form before payment can be made.

a. Name of consultant and purpose of consultative services
b. Dates of services
c. Fees documented by executed Approval/Request for Consultative Services

2. The Program Coordinator will obtain the signatures of the consultant and the college President or designee.

3. The Program Coordinator will provide copies of the executed contract as follows:

a. President
b. Consultant
c. Dean responsible for program
d. Business Manager
e. Coordinator

Purchase of Construction and Related Professional Services

Denmark Technical College will adhere to guidelines established by the Office of the State Engineer in conjunction with Procurement Code requirements for construction procurements.

Printing

All printing services must be procured in accordance with the South Carolina Consolidated Procurement Code, the State Procurement Regulations and the South Carolina Government printing Service Manual. Also, procurements that exceed $10,000 must be advertised in the South Carolina Business Opportunities.

Although the length of time required for the procurement process may vary, sixty (60) days is the average time frame required for procuring printing services (including delivery).

Printing specification sheets must be filled out and typed in detail, along with a purchase requisition. (See Attachment XV.)

Assistance to Minority Businesses

The state encourages the involvement of minority business in the economic mainstream. The college is supportive of this effort, and quarterly progress reports are submitted to the State Board for Technical and Comprehensive Education (Purchasing Department). The statement of policy and regulations may be found in Article 21 of the South Carolina Consolidated Procurement Code.

Items Exempted From Procurement Code
REPAIR AND MAINTENANCE OF EQUIPMENT

Repair to any equipment assigned to a department or individual should be accomplished by submitting a requisition for repair. The Purchasing Department should also be notified by phone.

Equipment Transfer

Equipment transfer forms must be completed before any equipment can be removed from campus for repairs.

Maintenance Contracts

All maintenance contracts for equipment are the exclusive responsibility of the Purchasing Department. These contracts must adhere to S.C. State Procurement Code.

Purchase Order Exemptions

I. Direct Expenditure Voucher (D.E.V.)

(1) The D.E.V. (Exhibit ) is a finance document whose purpose is to allow the division to encumber funds in those cases where a Purchase Order is not required. The DEV should not be used for repayment of travel advances or purchases of equipment.

(2) The D.E.V. document is valid when typed or computer generated and appropriately signed.

(3) When a D.E.V. is used, it must be approved by all levels of approval before it can be processed by accounts payable.

(4) The D.E.V. does not supersede the Procurement Code and associated regulations in cases where they are more restrictive.

(5) The D.E.V. is used in cases where items are exempted from the requirements of a Purchase Order (see Purchase Order Exemptions). The following is a list of typical, but not comprehensive uses of the D.E.V.:

1. Utility Bills - such as water and sewage, (52130)
2. Subscription to publications, (53010)
3. Travel reimbursements to individuals, except in the case where they received a travel advance.
4. Rental payments for office space, (54130, 54150)
5. Legal services - attorney, court reported, etc., (52210, 52400)
6. Membership dues, (54170)
7. Office Equipment Repairs, (52010, 52030)
8. Temporary Services, (52360) need state contract number on invoice
9. Freight, Express, or Delivery, including G&H Mail Service (52150)
10. Direct Billings for Lodging, (55020, 55120)
11. Instructors, (52070, 52280)
12. Consultants, (52220)
13. Reimbursement to Individuals for supplies purchased (required prior approval)
14. Gasoline Credit Card (24010); Diesel Fuel (24130)
15. Payments to Other State Agencies
16. Airline Tickets
17. Travel advance to individuals

II. Items Exempted from the Requirement of a Purchase Order.

The following items are exempt from the requirement of a Purchase Order:

1. Published books, periodicals and technical pamphlets where pre-printed forms are available.
2. Postage charges
3. Invoices for gas and electricity, water and sewer services provided by public utilities
4. U.S. Post Office box rentals
5. Oil company credit card purchases for gas, oil, and jet fuel charges
6. Professional dues and registration and membership fees.
7. Attorneys, subject to approval by Attorney General’s Office with documentation attached in voucher file.
8. Certified Public Accountants and Public Accountants engaged to perform financial and/or compliance audits subject to approval by the State Auditor’s Office in voucher file.
9. Doctors, nurses, hospital and medical clinic services
10. Advertising
11. Contract Items
12. Vendors that do not accept purchase orders

PROCUREMENT OF VARIOUS SERVICES

Supplies

Many of the expendable supplies that are used on a regular basis by college personnel can be
obtained from Office Supply. Supply request forms are available in the Purchasing Office (see Attachment XII.)

Supplies are charged to departmental budgets monthly. These supplies are not available for student purchase.

Telephone

A telephone request for services is submitted on the requisition form. It must follow the normal approval process. Long distance calls are charged to departmental budgets monthly. The telecommunications department is responsible for completing and issuing a monthly statement to the Business Office and to each department.

Postage

Postage requests are processed on requisition forms. They must follow the normal approval process.

Textbooks

Requisition(s) for textbooks are to be submitted six (6) weeks prior to the beginning of the quarter for which the texts are to be used. Instructors should request desk copies on the same requisition(s). (See Bookstore Policy).

Food Service

Food services are requested by using a requisition form. Food Service requests follow the normal approval process two (2) weeks prior to the event.

Equipment Leases

Lease, lease/purchase, installment purchases, or rental agreements must be justified in writing and require the use of the State of South Carolina Standard Equipment Agreement. Exceptions are made only in the case of rentals where the value of the equipment is $10,000.00 or less and the rental agreement does not exceed 90 days. Rentals, lease and lease/purchase agreements of $10,000.01 or more require solicitations from at least three qualified sources. The justification, copies of such solicitations, and the completed agreement forms must be forwarded to the Materials Management Office by the Purchasing Department for review.

Installation purchases must be submitted to the Materials Management Office on a purchase requisition along with a written justification for processing.

Lease and/or Rental of Office Space and Other Real Property
All requests for leases of office space or other real property must be directed to the Office of General services, Real property Management Section for negotiations.

Legal Services

Procurement of such services shall be made in accordance with the Procurement Code. Prior to the award of any state contract for the services of attorneys, approval for such services shall be obtained from the State Attorney General.

Auditing Services

Prior to the award of any state contract for auditing or accounting services, approval for such services shall be obtained from the State Auditor. Procurement of such services shall be made in accordance with the Procurement Code.

VENDOR COMPLAINT PROCEDURES

Complaints About Vendors

Complaints should be sent to the Purchasing Department in writing, and complaints will be full investigated. A phone call to the Vendor made by the Procurement Officer will often clarify the problem. However, if it does not, a state complaint form will be initiated to solve the problem.

Complaints By Vendors

Verbal complaints will be resolved informally. Written complaints will be handled in accordance with the 1976 South Carolina Code of Law, Title II, Chapter 35, Article 17.

This article contains the basis for processing and resolving any and all protest by vendors; contractors. These procedures apply in three areas: Protests of solicitation or award; (2) Department or Suspension; (3) Contract and Breach of Contract controversies.

All protests relating to procurement activities that cannot be resolved by the Procurement Officer will be referred to the Chief Business Officer for further action.

PROCEDURE FOR QUARTERLY REPORTING OF EMERGENCY, SOLE SOURCE, TRADE-IN SALES, AND INFORMATION TECHNOLOGY

Section 11-35-2440 and 11-35-3830 (3) require governmental bodies to submit quarterly a record listing all contracts made under Section 11-35-1560 (Sole Source Procurement), and a listing of all Trade-In Sales (section 11-25-3830). Reports must also be submitted on Information Technology
Purchases.

Procedures

Adherence to the following procedures is required when filing quarterly reports to Sole Source, Emergency Procurement, Trade-in Sales and Information Technology:

A. All quarterly reports must be completed on MMO Forms #100 (sole source), #101 (emergency), #10 (trade-in-sales), and Information Technology forms.

B. Reports are due in the State Purchasing Supervisor’s Office no later than the 15th day of the month following the end of the quarter. Information Technology reports are also due in the Information Technology Office no later than the 15th day of the month.

The Vice President for Fiscal Affairs is authorized by the President to sign all State Purchasing Quarterly Reports.
# INTERNAL PURCHASE REQUISITION

DENMARK TECHNICAL COLLEGE
POST OFFICE BOX 327
DENMARK, SOUTH CAROLINA 29042

TO _____________________________  SHIP _____________________________

_______________________________  _________________________________

_______________________________  _________________________________

_______________________________  _________________________________

ZIP _______________________________

Submit in Quadruplicate Typewritten Copies.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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DATE ____________________________  REQUESTED BY ____________________________

ARTMENT __________________________  APPROVED BY ____________________________

LINE ITEM CODE __________________________  APPROVED BY ____________________________
State of South Carolina Procurement Requisition

Req. No. ___________________________ Date: ___________________________

1. Agency Accounting Information:
   - Confirmation Order Dated

2. Pre Pay Freight & Add To Invoice

3. COMMODITY CODE

<table>
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<tr>
<th>Y</th>
<th>UNIT OF MEAS.</th>
<th>DESCRIPTION: (use separate form for each class)</th>
<th>EST. UNIT COST</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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4. Date of Requestor

5. Special Delivery Instructions

6. The approval certifies that the items indicated herein are for the exclusive use of the public agency named, that they are exempt from Federal Excise Tax and if the items are used otherwise than stated herein such facts will be reported by the undersigned to the manufacturer as required by law and that failure to do so will subject the undersigned and all guilty parties to a fine of not more than $10,000.00 or to imprisonment for not more than five years, or both, together with cost of prosecution.

7. Memoranda

8. (Must be Signed)

9. Original

10. ATTACHMENT

FORM NO. MMO R 001-3783
<table>
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<tr>
<th>DATE ORDERED</th>
<th>DATE REQUIRED</th>
<th>F.O.B.</th>
<th>SHIPPED VIA</th>
<th>TERMS</th>
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**VENDOR**

**SHIP TO**

**NOTE:**
- **VENDOR USE ONLY:**
- **PURCHASE ORDER NUMBER** MUST APPEAR ON ALL PACKAGES, INVOICES, CORRESPONDENCE, AND SHIPMENT NOTICES.
- **FEDERAL IDENTIFICATION NUMBER** MUST APPEAR ON ALL INVOICES AND CORRESPONDENCE. COLLEGE IS NOT RESPONSIBLE FOR UNAUTHORIZED CHARGES WITHOUT PROCUREMENT APPROVAL.

<table>
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<th>PART NO.</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
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**SIGNATURE**

**VICE PRESIDENT FOR FISCAL AFFAIRS**
**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**EQUIPMENT DOCUMENT**

<table>
<thead>
<tr>
<th>ACTION CODE</th>
<th>STATE ID NUMBER</th>
<th>COMMODITY CODE</th>
<th>CENTER</th>
<th>CAMPUS</th>
<th>DEPT.</th>
<th>PREV GEN</th>
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<tr>
<th>DESCRIPTION</th>
<th>SERIAL NUMBER</th>
<th>DATE PAID</th>
<th>FUND</th>
<th>PURCH. C</th>
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<td>MONTH</td>
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<table>
<thead>
<tr>
<th>LOCATION</th>
<th>COST/VALUE</th>
<th>EQUIPMENT STATUS</th>
<th>MANUFACTURER</th>
<th>MISC-1</th>
<th>MISC-2</th>
</tr>
</thead>
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RECEIVED FROM: ____________  RELEASING CUSTODIAN OR VENDOR

ACCEPTED BY: ____________  CARRIER

ACCEPTED BY: ____________  NEW CUSTODIAN

FORM NO. 2 (REVISED 1994)

WHITE COPY: INVENTORY CONTROL
REMAINING COPIES TO RECEIVING INSTITUTION
JUSTIFICATION FOR EMERGENCY PROCUREMENT

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1570 of the South Carolina Procurement Code and 19-445.2110 of the Rules and Regulations, 1976 South Carolina Code of Laws.

This governmental body proposes to procure

(1)

________________________

________________________

as an emergency procurement from

(2)

________________________

The basis for this emergency is:

(3)

________________________

The basis for selection of this particular vendor is:

(4)

________________________

__________

Date

Governmental Body

________________________

Authorized Signature

Title

NOTES: 1 - Enter description of goods or services to be procured.
2 - Enter name and address of contractor.
3 - Enter the basis for emergency procurement.
4 - Enter the basis for selection.

Distribution: Original attached to voucher for payment. Carbon copy retained in governmental body contract file.
JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1570 of the South Carolina Procurement Code and 19-445.2110 of the Rules and Regulations, 1976 South Carolina Code of Laws.

This governmental body proposes to procure__________________________________________

(1)

__________________________________________

as a sole source procurement from_______________________________________________

(2)

The basis for this sole source determination and the reason no other vendor is suitable is:

(3)

Date________________________________________________

Governmental Body____________________________________________

Authorized Signature___________________________________________

Title________________________________________________________

NOTES: 1 - Enter description of goods or services to be procured.
        2 - Enter name of sole source contractor.
        3 - Enter the determination and basis for sole source procurement.

Distribution: Original attached to voucher for payment. Carbon copy retained in governmental body contract file.
REPORT OF SURVEY/INVENTORY ADJUSTMENT REPORT

Address of Technical College or Center submitting this report

Date

Report Number

The following Equipment is:  Stolen _______ Destroyed _______

Traded _______ Returned to Vendor _______ Unservicable _______ Excess _______ Obsolete _______

<table>
<thead>
<tr>
<th>Source Fund</th>
<th>Date Purchased</th>
<th>Nomenclature/Description</th>
<th>Serial Number</th>
<th>State ID Number</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
</table>

Use additional attachments if necessary. Indicate number of attachments.

A complete statement of facts known relating to this matter will be required; (use a continuation sheet if required)

Signature of Department Head ____________________ Department ____________________ Date of Incident ____________________

All missing Equipment will be reported as stolen and reported to the Police. The Police report will be attached. A complete statement of conditions leading to this report will be given and corrective action undertaken.

Signature of the Equipment Coordinator ____________________ Date ____________________

I have reviewed the items in this report and have satisfied myself that the statements are true and complete.

Signature of the President or Director ____________________ Date ____________________

Review Board action approved: ____________________ Board members Signature ____________________

Replace with State Funds ____________________ Chairman: ____________________

Replace with Local Funds ____________________ Member: ____________________

Remove from Inventory ____________________ Member: ____________________

Disposition of property listed hereon.

Control action: ____________________ Sold: ____________________ Disposed of as trash: ____________________

No action required ____________________ Transferred ____________________ Other ____________________
DENMARK  
TECHNICAL COLLEGE  

APPROVAL / REQUEST FOR CONSULTANT SERVICES  

1. Consultant's Name and Address:  

2. Purpose of consultation / Need for consultation:  

3. Consultant's Qualifications:  

4. Estimated cost of consultation:  
   a. Professional Fee  
   b. Travel  
   c. Per Diem  
   d. Preparation  
   e. Miscellaneous  
   f. Total  

5. Requested:  
   Initiating Individual:  
   Date:  

   Recommended:  
   Dean of the Division:  
   Date:  

   Approved:  
   Business Manager:  
   Date:  

   Approved:  
   President:  
   Date:
CONSULTANT CONTRACT

1. _______________________________________ has agreed to serve as a consultant to Denmark Technical College for the purpose(s) outlined below:

  


2. Services will be rendered on the following date(s):

   ___
   ___
   ___

3. A professional fee of $____________________ has been agreed upon, and an expense voucher outlining additional costs will be submitted by the consultant upon completion of services.

   

   

   

   

   

   

   

   

   

   

   

Consultant's Signature  Date  Social Security Number

College Agent's Signature  Date  Account Number
PRINTING SPECIFICATION SHEET

THE SOUTH CAROLINA GOVERNMENT PRINTING SERVICES MANUAL, IS MADE A PART OF THIS
BID/CONTRACT BY REFERENCE.

MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE

DESCRIPTION: __________________________ AGENCY: __________________________

CONTACT AFTER AWARD: __________________________ PHONE NUMBER: __________________________

QUANTITY (per issue): ___________ ISSUES PER YEAR ___________ SIZE: flat ___________ finished

PAGES: ___________ ☐ PLUS COVER ☐ SELF COVER ☐ OTHER __________________________

STOCK: Text: __________________________ Other: __________________________

Cover: __________________________

INK: Text— ☐ 1 Color ___________ ☐ 2 Color ___________ ☐ 3 Color ___________ ☐ 4 Color Pro
☐ Screens (No. ____ ) ☐ Reverses (No. ____ ) ☐ Bleeds (No. ____ ) ☐ Other __________________________

Covers 1 & 4— ☐ 1 Color ___________ ☐ 2 Color ___________ ☐ 3 Color ___________ ☐ 4 Color Pro
☐ Screens (No. ____ ) ☐ Reverses (No. ____ ) ☐ Bleeds (No. ____ ) ☐ Other __________________________

Covers 2 & 3— ☐ 1 Color ___________ ☐ 2 Color ___________ ☐ 3 Color ___________ ☐ 4 Color Pro
☐ Screens (No. ____ ) ☐ Reverses (No. ____ ) ☐ Bleeds (No. ____ ) ☐ Other __________________________

MECHANICAL: ☐ Composition provided by Printer ☐ Composition Provided by Agency ☐ Negatives Furnished
☐ Type Faces __________________________ / ☐ Other __________________________
☐ Layout provided by Printer ☐ Camera Ready ☐ Other __________________________

HALFTONES: ☐ Minimum size (No. ____ ) ☐ 1/2 page (No. ____ ) ☐ Full page (No. ____ )

DUOTONES: ☐ Minimum size (No. ____ ) ☐ 1/2 page (No. ____ ) ☐ Full page (No. ____ )

SEPARATIONS: ☐ Provided by Printer: Min. size (No. ____ ) ☐ 1/2 page (No. ____ ) ☐ Full page (No. ____ )
☐ Provided by Agency: Min. size (No. ____ ) ☐ 1/2 page (No. ____ ) ☐ Full page (No. ____ )
Agency will provide: ☐ Transparency ☐ Print ☐ Art ☐ Other __________________________

Type of Proof: ☐ Match print ☐ Chromalin ☐ Color keys ☐ Other __________________________

PROOFS: ☐ Galley (Set ____ ) ☐ Page (Sets ____ ) ☐ Bluelines (Sets ____ ) ☐ Other __________________________

SPECIAL APPLICATIONS: ☐ Die Cut ☐ Scoring ☐ Perforations (No. ____ ) ☐ Embossing ☐ Foil Stamping
☐ Other __________________________

FOLDING: ☐ Letter ☐ Accordion ☐ Half ☐ Parallel ☐ Gate ☐ 6-page ☐ Right Angle
☐ Other __________________________

BINDING: ☐ Saddle Stitch ☐ Perfect Bind ☐ Side Staple ☐ 3 Hole Drill ☐ Collated
☐ Plastic Bind (Color ________) ☐ Wire Bind ☐ Other __________________________

PACKAGING: ☐ Boxed _________ per box ☐ Wrapped _________ per pkg. ☐ Shrink Wrap _________ per package

Date copy will be ready for pickup by contractor: __________________________

Delivery Date Required __________________________ ☐ Inside Delivery

☐ ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.
INSTRUCTIONS FOR PRINTING SPECIFICATION SHEET

Below are descriptions of the various items which must be completed on the Printing Specification Sheet. The numbers on the Specification Sheet correspond with the numbers listed here.

1. DESCRIPTION: Name of type of printing.

2. AGENCY: Name and city.

3. CONTACT AFTER AWARD: Name of person the contractor is to contact after notification of award.

4. PHONE NUMBER: Phone number of the contact person listed in number 3.

5. QUANTITY (per issue): If more than one issue, enter only total amount of one issue to be printed during contract period. If only one issue, enter total amount to be printed.

6. ISSUES PER YEAR: Refers to more than one printing. Enter number of issues during the contract period.

7. SIZE: Flat sheet or finished size.

   **Flat**: Trimmed/finished size of sheet before folding. Used only when folding required to complete printed product.

   **Finished**: Trimmed/finished page size after folding and/or binding.

8. PAGES: One side of a sheet of paper.

   **Plus Cover**: Refers to cover of different stock than that of the inside text pages.

   **Self Cover**: Refers to cover of the same paper as inside text pages.

9. STOCK: Name, weight, and color of paper or other materials to be printed.

   **Cover**: Outside surface of a case-bound or soft-cover book.

   **Text**: Body matter of a page or book.

10. INK: Colored liquid material for printing.

    **Text**: Body matter of a page or book.

    **Cover**: Outside surface of a case-bound or soft-cover book. The outside front is cover 1; inside front is cover 2; inside back is cover 3; outside back is cover 4.
13. DUOTONES: A two-color halftone reproduction from a one-color photograph.

**No.:** Indicate number of duotones by anticipated size.

**Minimum Size:** Size of duotone to be printed up to 4" x 5".

14. SEPARATIONS: Process of separating full color originals into a set of negatives using the four primary printing colors.

**Provided by Agency:** Agency to provide separation.

**Provided by Printer:** Printer to provide separation.

**No.:** Number of separations.

**Minimum Size:** Size of separations to be printed up to 4" x 5".

**Agency Will Provide:** Kind of photograph to be furnished to printer by agency.

**Type of Proof:** Kind of proof required for checking color separations.

15. PROOFS: Impression of the type image for approval prior to printing.

**Galley Proof:** Proof taken of type before being made up into pages.

**Page Proof:** Proof of each page after galley corrections have been made and illustrations, photos and footnotes have been arranged in their proper places.

**Blueline:** Photoprint made from stripped-up negatives of positives, used as a proof to check position of image elements. Produced with either blue, brown or grey images.

16. SPECIAL APPLICATIONS: Other than normal treatment of various elements of finished printed piece.

**Die Cut:** Use of sharp steel cutting rules to open an area to the required image or shape.

**Scoring:** Required on heavier cover weight stocks to produce a clean, accurate fold.

**Perforations:** Holes cut in stock for the purpose of facilitating separation of individual units. Indicate location of perforation.

**No.:** Number of perforations, either vertical or horizontal. Indicate if right angle perforation as in a Business Reply Card.

**Embossing:** A raised surface achieved by pressing the material to be embossed between male/female dies. Embossing may be done as blind embossing on blank
stock or in a plain area, in register with printing or with a foil application. Specify other than blind embossing.

**Foil Stamping:** Using a metal die with foils such as gold or silver to impress an image on a surface.

17. **FOLDING:** There are two kinds of folds - parallel and right angle. Using these two types of folds, specialty folds can be created. In designing printing, the different types of folds and the limitations of mechanical folding should be considered at the planning level. Otherwise, one or more folds might end up being a costly hand-folding operation.

1. **Parallel Fold:** One in which each fold is parallel to the other.

2. **Right Angle Fold:** Two or more folds, with each fold at right angles to the preceding one.

3. **Letter Fold:** Used for letter size printing requiring two parallel folds for mailing.

4. **Accordion Fold:** Two or more parallel folds which open like an accordion.

5. **Half Fold:** Simplest type of fold, with only one fold, folding either on the (A) long or (B) short dimension.

6. **Gate Fold:** Three parallel folds in which two outer folds hinge as in a gate opening.

7. **6-Page:** Made with two parallel folds, either (A) regular or (B) accordion.

18. **BINDING:** Method in which printed sheets are to be bound together.

**Saddle Stitch:** Fastening of a booklet by wiring it through the middle fold of the sheets, usually in two positions.

**Perfect Bind:** Binding process using flexible adhesive. Should be considered when book goes beyond 100 pages.

**Side Stapled:** Wiring of the sheets or signature of a magazine or booklet on the side near the backbone, usually in two positions.
3-Hole Drill: Drilling for standard 3-hole binders.

Collated: Assembled in page sequence.

Plastic Bind: Books bound with plastic elements in spiral form, inserted through holes punched along the binding side. Comes in selected colors.

Wire Bind: Books bound with wire elements in spiral form, inserted through holes punched along the binding side.

19. PACKAGING: Manner in which completed job must be packaged.

Boxed: Amount per box.

Wrapped: Amount per package, if individual packaging is required. Standard packaging material accepted.

Shrink Wrap: Amount per package if individual clear cellophane is required in packaging.

20. DATE COPY WILL BE READY FOR PICK UP BY CONTRACTOR; Exact date that complete copy will be ready for pickup. Complete copy means all furnished material (typewritten manuscript, pictures, artwork, etc.) to be used in the production of the printing.

21. DELIVERY DATE REQUIRED: Date completed job must be delivered to agency.

Inside Delivery: Delivery to be made inside of a building to a specified location.
EXEMPTIONS FOR THE SOUTH CAROLINA ACT NUMBER 654

Consolidated Procurement Code

Universal Exemptions Granted
That Affect Most State Agencies

07/30/81 1. The construction, maintenance and repair of bridges, highways and roads; vehicle and road equipment maintenance and repair; and any other emergency type parts or equipment utilized by the Department of Highways and Public Transportation.

07/30/81 2. The purchase of raw materials by the South Carolina Department of Corrections, Division of Prison Industries.

07/30/81 3. South Carolina State Ports Authority.


07/30/81 5. South Carolina Public Service Authority.

07/30/81 6. Expenditure of funds at State institutions of higher learning derived wholly from athletic or other student contests, from the activities of student organizations and from the operation of canteens and bookstores, except as such funds are used for the procurement of construction, architect-engineer, construction-management and land surveying services.

07/30/81 7. Livestock, feed and veterinary supplies.

07/30/81 8. Articles for commercial sale by all governmental bodies.

07/30/81 9. Fresh fruits, vegetables, meats, fish, milk and eggs.

07/30/81 10. South Carolina Arts Commission and South Carolina Museum Commission for the purchase of one-of-a-kind items such as paintings, antiques, sculptures and similar objects. Before any governmental body procures any such objects, the head of the purchasing agency shall prepare a written determination specifying the need for such objects and the benefits to the State. South Carolina Arts Commission shall review such determination and forward a recommendation to the Board for approval.

NOTE: Regulation 19-445.2010(B) further clarified this exemption in the following respect:

Before any governmental body procures any art objects such as paintings, antiques, sculptures or similar objects above $500.00, the head of the governmental body shall prepare a written determination specifying the need for such objects and benefits to the State. The South Carolina Arts Commission acting on behalf of the Board shall have the responsibility to review such determination for approval prior to any acquisition.

07/30/81 11. Published books, periodicals and technical pamphlets.

02/25/82 12. Postage.

04/27/82 13. Invoices for gas and electricity, water and sewer services provided by public utilities subject to rate regulation by the Public Service Commission.

15. Copyrighted educational films, filmstrips, slides and transparencies.

16. Oil company credit card purchases for gas, oil, and jet fuel charges only.

17. Professional dues and registration and membership fees.

18. Attorneys, subject to approval by the Attorney General's Office.

19. Certified public accountants and public accountants engaged to perform financial and/or compliance audits, subject to approval by the State Auditor's Office, with actuarial audits and other accounting services to be procured under the terms of the Consolidated Procurement Code.

20. Hospital and medical clinic services.


22. Optometrists.

23. Dentists.

24. Registered nurses.

25. Licensed practical nurses.


27. Clergy.

28. Court reporters.

29. Expert witness services.

30. Furniture refurbishing services of the Department of Corrections.

31. Services and/or supplies provided by the Division of General Services to public procurement units.

32. Printed examination forms used in the administration of state licensing examinations.

33. Fuel oil and diesel oil (the $2,500 limit is waived; however, competition should be obtained whenever possible.)

34. Actuaries.

35. Professional artists utilized by the South Carolina Arts Commission.

36. Doctors osteopathy.

37. Instructional training seminars offered by governmental bodies to state employees on a registration fee basis and those contractual consultant services necessary to provide the professional instruction for the seminars.
38. Physical therapist and physical therapy assistants.

39. Speech pathologists.

40. Occupational therapists.

41. Veterinary services customarily obtained on a fee basis rather than by competitive solicitation.

42. Health and Human Services Commission when placing funds with recipients as defined in Section 11-35-310(13) of the Code, in administering Title XIX of the Social Security Act (Medicaid), including early periodic screening, diagnostic and treatment program, community long-term care system, and social services block grant program, provided that recipients receiving such funds shall follow the requirements of the Code in the expenditure of such funds.

43. The Board authorized an exception to the Procurement Code process under which the division of Information Resource Management is to determine the most advantageous service provider of long distance telecommunications service with the approved filings of the Public Service Commission and the FCC to represent the established lowest responding rates available to the State.

44. The Board delegated to the Division of General Services the authority to exempt contracts between State government agencies and for supplies and services provided a cost justifications is submitted to the Division in advance.

45. The purchase or continued lease of embedded telephone systems when approved by Information Resource Management as being advantageous to the State.

46. Appraisers.

47. Health Maintenance organizations (HMOs).

48. Historical artifacts, weapons, flags, firearms, etc., which are rare and reasonably priced in the judgement of the Confederate Relic room and Museum staff.

49. All governmental bodies from the real property leasing procedure requirements of Part II, Section 5 of the 1985-86 Appropriations Act in the Leasing of the following types of real property:

- State-owned student housing/dorm space;
- Parking spaces in State-owned garages or lots;
- State-owned lecture halls, theatres, coliseums, athletic areas, recreation areas and other areas for periods of less than seven days.
- Non-State-owned real property
  - for less than 3 months in a single fiscal year; or
  - for a total cost of less than $5,000 in a single fiscal year;
- State-owned box or other seats.

50. The following governmental bodies from the real property leasing procedure requirements of Part II, Section 5 of the 1985-86 Appropriations Act in the leasing of the following types of real property:

- Department of Agriculture: State-owned farmer's market.
- Community Mental Health Centers
Department of Corrections: farm lands
Forestry Commission: forest lands
PRT: State parks and recreation lands
Wildlife Department: game management

04/22/86  51. Animals acquired for specific or general research, testing or experimentations.
04/22/86  52. Advertisements in professional journals or publications.
04/22/86  53. Advertising time or space in newspapers, radio or television. (Note: Consultants obtained to handle advertising campaigns for agencies such as PRT and State Development Board are not exempted.)
04/22/86  54. Expenses of evaluation committees required for institutions of higher learning in order to maintain accreditation (i.e., Southern Association of Colleges and Schools).
04/22/86  55. License agreements for computer software after such software has been competitively bid as required by the Procurement Code.
05/13/86  56. The acquisition of all local and long-distance telecommunications service for or on behalf of the State of South Carolina from the requirement that they be purchased through the respective chief procurement officer's area of responsibility, and authorized the Division of Information Resource Management to secure such telecommunication services upon such term and conditions as are regarded by it to be appropriate.
07/14/87  57. Tuition paid to all institutions of higher learning from certain requirements of the procurement code.
01/12/88  58. In accord with Code Section 11-35-710, exempted procurements of US Department of Education certified National Diffusion Network programs and related costs to include materials and those contractual consultant services necessary to provide the professional instruction.
12/13/88  59. In accord with Code Section 11-35-710, approved an exemption from procurement procedures for the acquisition process for conference facilities, on the condition that staff implements guidelines for the process designed to result in a greater geographic spread of conference sites in-State.
12/20/89  60. The following medical items invasive to the human body which would be selected by a patient and doctor: implants, grafts, pacemakers, heart valves, joint replacements, organs, tissue, blood and blood components.
06/28/90  61. Approved an increase in the exemption level for commercial leases. Effective immediately, commercial leases, that is, leases of non-state owned property, which commit less than $10,000 in a single fiscal year are not subject to the lease procurement process. However, agencies must report these exempt leases to the Division of General Services Property Management by copy of the executed lease document. This exemption level was $5,000. This grants to agencies more responsibility for the negotiations of lower cost leases and, hopefully, makes the process more expeditious.

Notes

1. For the exemption to apply to these categories, the individual or firm involved must be licensed to perform the specific professional service to the requesting governmental body, and the contractual relationship created by the individual or firm and the governmental body cannot be
an employer / employee relationship which would be governed by State Personnel Rules and Regulations; and categories 28 and 29 must be considered independent contractors.

2. The Arts Commission maintains lists of approved artists including painters, sculptors, poets, playwrights, theater groups, craftsmen, etc. which are available to governmental bodies. This exemption includes procurements of these services by all governmental bodies if approved by the Arts Commission.

3. 04/26/83 - The Board clarified that exemptions granted to date are exemptions from the competitive bid procedure only and that all other aspects of the code, specifically the disposition of property procedure and the reporting procedures, must be complied with.

4. 05/27/86 - Clarified the exemption for invoices for gas and electricity, water and sewer services provided by public utilities subject to rate regulation by the Public Service Commission to exclude late payment charges under Section 11-35-45 effective July 1, 1986 thereby allowing public utilities to assess late payment charges under their respective tariffs as approved by the South Carolina Public Service Commission.
REQUEST FOR OFFICE SUPPLIES

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SIGNATURE ____________________________

Submit this form to appropriate administrator (Dean of Student Services, Dean of Instruction, Dean of Administrative Services, Dean of Continuing Education) for approval. Administrator submits form to Office Supply Clerk.
# DIRECT EXPENDITURE VOUCHER (D.E.V.)

DENMARK TECHNICAL COLLEGE  
SOLOMON BLATT BLVD./ POST OFFICE BOX 327  
DENMARK, SC 29042

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## DIRECT EXPENDITURE INSTRUCTIONS:

A DIRECT EXPENDITURE VOUCHER MUST BE USED IN ALL CASES WHEN A P.O. IS NOT APPLICABLE. EVERY DIRECT EXPENDITURE TRANSACTION MUST BE APPROVED BEFORE SUBMISSION TO ACCOUNTS PAYABLE. THE ORIGINAL (WHITE) DIRECT EXPENDITURE VOUCHER WILL BE ATTACHED TO EXPENDITURE DOCUMENTATION AND FORWARDED TO ACCOUNTS PAYABLE. YOU MUST MARK "X" IF PARTIAL PAYMENT.

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