



STATE AND DISTRICT GUIDELINES

Procurements shall not be divided so as to avoid competitive thresholds or bidding. Thresholds include any applicable sales tax, freight, warranty, installation or any other costs applicable to the procurement. Purchases of \$500 or more must be accompanied by a purchase order for payment by check unless the purchase is being paid by the purchasing card (P-card). The budget account used to pay for the procurement must be provided at the time of the procurement request.

The Procurement Manual can be found at

https://www.colleton.k12.sc.us/departments/procurement/procurement_forms

See below for a user-friendly set of procurement guidelines to follow. Contact Susan Crosby at 843-782-4510 ext. 71400 or smcrosby@colleton.k12.sc.us with any questions.

Purchase Order Thresholds

- \$0 to \$10,000 no quote required
- \$10,000.01 to \$25,000 requires a minimum of 3 quotations from qualified sources, use of an established state contract or use of an established cooperative contract
- \$25,000.01 and above requires either competitive sealed bidding, use of an established state contract, use of an established cooperative contract
- Exemptions are exempt from these competitive thresholds-For complete list and matrix, see below.

State and cooperative contracts can be found at

<https://www.procurement.sc.gov/contracts/search?b=9919-0-0>

Below is a listing of some of the primary responsibilities of the Finance/Procurement Office:

Contract Administration

- Monitor the District for compliance with the Procurement Code
- Maximize the purchasing value of District Funds
- Monitor the spending of District funds-being sure Board Policy is followed
- Oversee the Purchasing Card Program

Spending Limits Effective July 1, 2022

Any dollar amount can be entered as a requisition as long as the following procedures are followed:

TYPE OF PROCUREMENT	PROCESS	CRITERIA	APPROVAL AUTHORITY
SMALL PURCHASE LESS THAN \$10,000	NO QUOTES REQUIRED	N/A	PRINCIPAL/DIRECTOR
PURCHASES BETWEEN \$10,000.01-\$25,000	3 WRITTEN QUOTES REQUISITION REQUIRED, USE OF ESTABLISHED STATE CONTRACT OR USE OF AN ESTABLISHED COOPERATIVE CONTRACT	N/A	PRINCIPAL/DIRECTOR AND DIRECTOR OF PROCUREMENT
PURCHASES GREATER THAN \$25,000.01	WRITTEN SOLICITATION/ MUST BE ADVERTISED, USE OF AN ESTABLISHED STATE CONTRACT OR USE OF AN ESTABLISHED COOPERATIVE CONTRACT	N/A	PRINCIPAL/DIRECTOR AND DIRECTOR OF PROCUREMENT
SOLE SOURCE	WRITTEN INTENT ADVERTISED IN SCBO FOR MINIMUM OF 5 DAYS	NO OTHER KNOWN SOURCE/REQUIRES DOCUMENTATION	DIRECTOR OF PROCUREMENT
EMERGENCY PROCUREMENT	WRITTEN INTENT ADVERTISED IN SCBO FOR MINIMUM OF 5 DAYS	THREAT TO NORMAL OPERATIONS OR TO THE HEALTH, SAFETY OR WELFARE OF PERSONS OR PROPERTY	DIRECTOR OF PROCUREMENT AND CHIEF FINANCIAL OFFICER

***Please refer to Federal Fund Regulations regarding any purchases with federal funds.