

Policy Number/Title: 8.1.03 Procurement Policy
Effective Since: 02/17/2025
Last Revision Approved: 02/17/2025
Responsible Office: Business and Finance

1. Scope:

This Policy applies to the Procurement of all Goods, Services, and Technology. This policy applies to all individuals purchasing goods, services, and technology for Winthrop University.

2. Definitions:

This section was intentionally left blank.

3. Policy:

Objective:

The objective of this policy is to:

- Establish effective and efficient Procurement methods that are legally compliant, uniform throughout the University, and designed to obtain the best value in terms of quality, service, and cost
- Comply with the state of South Carolina Procurement policies and procedures. Promote fair and open competition.

Policy Scope:

This Policy applies to the Procurement of all Goods, Services, and Technology.

This Policy is not intended to govern the Procurement of Construction, Architecture, Engineering, or Surveying Services, as provided by Office of State Engineer (Construction) in Design of Construction Services.

Responsibilities:



The Office of Procurement Services is responsible for:

- Being an example of the highest standards of ethical conduct and civic stewardship in executing the responsibilities of the State Procurement Office.
- Collaborating with Departments to determine and define required and ongoing levels and types of support for Procurement needs by either University Departments/or Departmental representatives.
- Administration, oversight, and enterprise compliance monitoring of this Policy.
- Development, implementation, compliance monitoring, and ongoing improvement of the Policy & Procedure Manual.
- Partnering with departments to plan and execute procurements that support their operational needs.
- Developing and conducting routine training programs.

General Procurement Rules:

All purchases of Goods, Services, and Technology shall be made using a Purchase Order ("PO") or Purchasing Card ("P-Card"), unless otherwise provided. Certain limited, authorized purchases may also be made directly ("Direct Pay"), as defined and approved by the President (agency head) or CFO (President's delegate).

Departments should make every effort to purchase Goods, Services, Professional Services and Technology from existing Statewide Contracts as provided.

All supporting documents (e.g., quotes, Proposals, Bids, Contracts, POs, emails, and correspondence) shall be required to enter a requisition for a Purchase Order (PO) greater than \$10,000.

Procurements shall not be split into multiple purchases to circumvent the procurement process or approval requirements established by state law, or this Policy.

All purchases, regardless of type, shall be entered into the University's System (Banner).

All purchases shall be encumbered or otherwise accounted for using a Purchase Order (PO), Purchasing Card (P-Card) or Direct Pay.

The use of P-Cards shall be in accordance with Winthrop and South Carolina Purchasing Card Policy and Procedures.

A Blanket PO may be used, but only in those situations where a specific relationship between quantity and cost is not available.



A Change Order is allowed for changes that do not exceed the approval limits of the original approver. For changes in excess of the limit of the original approver, the original approver and the next applicable approver need to give authorization. For changes that cause the small procurement threshold level to increase, additional documentation will be required and the Procurement Director will need to give authorization.

Individuals with permission to approve POs may not enter Receiving Records.

A Three-Way Match where the PO, Receiving Record, and Invoice all match, shall be required for all purchases.

Creation of a Requisition after a Purchase has been made is prohibited unless reported in accordance with Winthrop's procedures.

Competition and Price Reasonableness.

No Competition. Small purchases not exceeding ten thousand dollars (\$10,00.00) may be accomplished without securing competitive quotations if the prices are considered reasonable. The purchasing office must annotate the purchase requisition: "Price is fair and reasonable" and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from someone other than the previous supplier before placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchase "not in excess of" may more than offset potential savings in detecting instances of overpricing. Action to verify the reasonableness of the price need be taken only when the procurement officer of the governmental body suspects that the price may not be reasonable, comparison to previous price paid, or personal knowledge of the item involved.

Three Written Quotes. Written request for written quotes from a minimum of three qualified sources of supply may be made and, unless adequate public notice is provided in the South Carolina Business Opportunities (SCBO), documentation of at least three bona fide, responsive, and responsible quotes must be attached to the purchase requisition for a purchase over \$10,000 but not in excess of \$25,000. The award must be made to the lowest responsive and responsible sources. The request for quotes must include a purchase description. Requests must be distributed equitably among qualified supplies unless advertised as provided above.

SMALL PURCHASE PROCEDURES

[Small Purchase Procedures Charts](#)

Sole Source



A contract may be awarded for a supply, service, information technology, or construction item without competition if, under regulations promulgated by the board, the chief procurement officer, the head of a purchasing agency, or a designee of either officer, above the level of the procurement officer, determines in writing that there is only one source for the required supply, service, information technology, or construction item. Except for contracts with a total potential value of \$50,000 or less, adequate public notice of the intent to award without competition must be posted in South Carolina Business Opportunities, except that public notice is not required if the appropriate chief procurement officer, after consultation with the head of the purchasing agency, determines in writing that award without such notice is in the interest of the State. Notice must contain a statement of the right to protest under Section 11-35-4210(1) and must be posted at least five business days before entering a contract. For contracts with a total potential value greater than \$250,000, such notice must be posted at least 10 business days before entering into a contract.

Emergency Procurement

Notwithstanding any other provision of this code, the chief procurement officer, the head of a purchasing agency, or a designee of either officer may award or authorize others to award emergency contracts only when there exists an immediate threat to public health, welfare, critical economy and efficiency, or safety under emergency conditions as defined in regulations promulgated by the board; and provided, that such emergency procurements shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the contractor shall be included in the contract file.

When a contract entered pursuant to subsection (A) has a total or potential value in excess of \$50,000, notice of the award must be posted in South Carolina Business Opportunities (SCBO) as soon as practicable thereafter. The posted notice must contain a statement of the right to protest under Section 11-35-4210(1).

Procurement Services actions will be conducted in accordance with all applicable federal, State and local laws, regulations and policies, as amended from time to time.

Note: Reference the P-Card Policy for requirements related to the use of P-Cards for emergency procurements.

Small and Minority Business Policy

Winthrop University monitors, evaluates, and reports on participation of any Minority-Owned Business Enterprise, Women-Owned Business Enterprise, and Small Business Enterprise in accordance with the [S.C. Division of Small and Minority Business Contracting and Certification \(SMBCC\)](#).



Methods of Payment

Purchase Orders

A purchase order is the preferred procurement instrument when Winthrop orders or procures supplies or services from a vendor. A purchase order should be used when purchasing from a statewide contract or a Winthrop contract.

Direct Payments

The Direct Pay is a financial payment transaction and is used for a direct payment to a vendor for the purchase of certain goods and services in limited circumstances. The Direct Pay process should not be used as a matter of convenience as it leads to the reduction in controls and approvals. A Direct Pay is a payment method only. It does not establish compliance with the SC Consolidated Procurement Code & Regulations or other State regulations. Direct Pay is allowable for the following activities:

- Payment of Utilities
- Payment of Membership Dues or Accreditation Fees
- Non-Travel Reimbursement to Employees as an exception to policy. Or
- Limited circumstances granted by CFO approval.

4. Procedures:

This section was intentionally left blank.

5. Resources:

[South Carolina Purchasing Card Policy and Procedures](#)

[South Carolina Consolidated Procurement Code](#)

6. History of Revisions:

02/17/2025 Policy first established



7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: