



<b>Document Name</b>	<b>Procurement Procedure A Purchasing from Commercial Vendors</b>
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<b>Related Policies and Procedures</b>	<a href="#">Procurement Services Policy 2 Purchasing Authorization and Practices</a> <a href="#">Procurement Services Policy 19 Unique Purchases</a>

## 1. Purpose/Introduction

This procedure provides guidance on how to purchase from vendors.

## 2. Definitions

**VENDOR:** A dealer, distributor, merchant or other seller providing goods or services that are required for the conduct by State agencies or programs. These goods or services may be for an organization's own use or for the use of beneficiaries of State agencies or programs.

**PERSONAL SERVICE:** Services provided by a professional individual (person) on a temporary or occasional basis, including (by way of illustration, not limitation) those provided by a doctor, dentist, scientist, or performer of the fine arts and similar professions; the exemption applies only if the individual is using his/her professional skills to perform a professional task; a personal service may also be a consultant service, in which case consultant contracting procedures shall be followed.

**CONSULTANT SERVICE:** Work or task performed by State employees or independent contractors possessing specialized knowledge, experience, expertise and professional qualifications to investigate assigned problems or projects and to provide counsel, review, analysis or advice in formulating or

implementing improvements in programs or services. This includes, but is not limited to, the organization, planning, directing, control, evaluation, and operation of a program, agency, or department.

**CONTRACTUAL SERVICE:** When an independent contractor performs services requiring specialized knowledge, experience, expertise or similar capabilities for a State agency for compensation from agency funds. The services may include (by way of illustration, not limitation) services such as, maintenance of buildings or equipment, auditing, film production, employee training and food service, provided that the service is not primarily for review, analysis or advice in formulating or implementing improvements in programs or services (in which case rules relating to Consultant Contracts shall be applicable).

### **3. Procedural Steps**

The State of North Carolina prefers that competition be sought in all purchases. To request materials and services from vendors:

1. Enter a requisition into [SpartanMart](#). (An approved requisition in SpartanMart authorizes Procurement Services to purchase items on behalf of the ordering department.)
2. Attach the requisition or send to Procurement Services all supporting documentation.
3. Procurement Services will issue a purchase order.

The length of time required to process a purchase requisition depends on the following:

1. If the item or service is on a State [Contract](#).
2. If the dollar amount of the order is less than \$25,000, Procurement Services will review and if approved the requisition will be processed without formal bidding
3. If the dollar amount of the order is over \$25,000 but less than \$75,000, three formal quotes are required.
4. If the dollar amount of the order is over \$75,000 but less than \$500,000, the requirement will have to be solicited using the sealed competitive bid process.
5. If the dollar amount of the order is over \$500,000.00, the requirement will need to be solicited by the State Purchase and Contract Division.
6. The ordering department receives an electronic confirmation that the order has been placed.
7. The ordering department confirms delivery in SpartanMart once the item(s) has been received or services performed.

**4. Forms, Tools, Etc.**

[Procurement Services Policy 2 Purchasing Authorization](#)

[Procurement Services Policy 19 Unique Purchases](#)

**5. Revision Table**

Revision #	Section #	Summary of Changes	Approval Date