

Purchasing Tips

- ◆ **Tier 1:** Surplus Property= FREE STUFF!
- ◆ **Tier 2:** Required Sources of Supply (Requirement Contracts) = MUST BUY FROM THIS SOURCE AND THIS SOURCE ONLY!
- ◆ **Tier 3:** Small Dollar Purchases (\$50,000.00 or less for goods and services; \$75,000.00 or less for PROFESSIONAL services), Quotes, Existing Contract, Cooperative Purchasing, P-card= INFORMAL PROCESS;
 - **Tier 3 S-**
 - ◆ Small \$ Purchases: Up to \$10,000- (1) Oral or Written Quote
 - ◆ Professional services up to 75K. - 10,000.01-\$50,000- (3) Written Quotes
 - **Tier 3 C-** Cooperative Purchasing:
Cooperative Purchasing Contract Number must be included on quote from vendor. Contract will be verified by Procurement. (Note: Use of some Cooperative Contracts require prior approval from Cooperative Agency.)
 - **Tier 3 K-** Horry County Contracts: Be sure to key in the Horry County Contract Number on your requisition in the applicable field.
- ◆ **Tier 4:** Formal Solicitations= DONE AT PROCUREMENT; AMPLE TIME MUST BE GIVEN!
- ◆ **Tier 5:** Emergency and Sole Source = PROCUREMENT DIRECTOR, ACA AND COUNTY ADMINISTRATOR APPROVAL REQUIRED;
 - ◆ Requires the Approval of **BOTH** Chief Procurement Officials (Director of Procurement and County Administrator).
 - ◆ Procurement requires written justification from the requesting department.
 - ◆ Emergency Procurements- need must be satisfied immediately. (Protect Life)
 - ◆ Sole Source- **ONLY** permissible when a need can be satisfied by **ONLY** one supplier
 - ◆ Always purchase in the lowest tier possible.
- ◆ ***INFORMATION THAT MUST BE INCLUDED ON YOUR QUOTE:***

Vendor name, address, other contact information; Item description, quantities, unit prices, extended prices; FOB Destination,
Net 30, Shipping, handling, freight charges and terms Sales tax, if applicable (indicate state); Other terms and conditions (including quote expiration date); Cooperative purchasing agreement number and associated program, if applicable (e.g. GSA contract GS-10F-0365N; US Communities contract 10-JLH-001; SC State contract 5000008961;)
- The Office of Procurement retains an original copy of all contract documents that are as a result of a formal solicitation. All contracts must be entered in to MUNIS.
- Horry County Signature MUST be from those with delegated signature authority- If you have NOT *signed* to receive this authority, YOU DO NOT HAVE THIS AUTHORITY.
- All wording changes/additions to a standard Horry County Contract must be approved by the Legal Department. Legal Review will always be required if NOT using the standard County Contract. County Attorney Contract Review requirements are located on the HCCafe.
- Purchasing Card holders MUST follow the Procurement Regulation the same as any other procurement;
- Purchasing Cards holders MUST attach a receipt for all Purchasing Card purchases in the MUNIS software. Receipts MUST be attached to each individual transaction.
- Purchasing Card Statements are imported Weekly (by Finance)
- All Purchasing Cards Sign-Offs MUST be completed in MUNIS.