

PROCEDURES TO REQUEST AN INCREASE IN PURCHASING DELEGATION

Section 1(c) of S.L. 2009-132 (H490) states, “The State Board of Community Colleges, in consultation with the Department of Administration, shall review the purchasing process for community colleges and may increase or decrease the purchasing/delegation benchmark for each community college based on the college's overall capabilities, including staff resources, purchasing compliance reviews, and audit reports.” This memo outlines the

Each college will be identified through a four-tiered structure as described below and corresponds to its current delegation.

Tier 1	Tier 2	Tier 3	Tier 4
\$10,000	\$25,000	\$50,000	\$100,000

A college may request an increase in delegation to the next tier. If approved, the new delegation will be effective for two years, assuming the college does not receive a negative compliance review or demonstrate any other problems managing the increased delegation. At the end of those two years, the college may request an increase up to the next tier.

The process for requesting an increase in purchasing delegation will require the college to submit the following package to the Vice President of Business and Finance.

1. Formal request from the college President requesting the next tier delegation.
2. Request for Increase in Purchasing Delegation (NCCCS Form 490).
3. Internal Purchasing Manual with policy/procedures for all transaction types.
4. Recent copy of a bid posted on IPS.
5. Recent copy of a posted E-Quote.
6. Compliance Review summary from the Division of Purchase and Contract (P&C):
 - The compliance review must be for the work of the current purchasing manager requesting the purchasing delegation increase.
 - The compliance review must have been conducted within the prior 12 months.
 - If any finding(s) is noted in the compliance review, the college must provide documentation that issue(s) has been rectified.
 - If a college receives an unfavorable compliance review, the delegation amount will be reviewed and could be reassessed.

After receipt of all documents required for consideration, the review committee will conduct its review (within 30 business days) and provide the Vice President of Business and Finance an evaluation and recommendation based on a college's submission. If the Vice President of Business and Finance agrees with the evaluation and recommendation, a package with the recommendation will be submitted to P&C for their review and concurrence. P&C will have up to 60 days for their review process.

With the concurrence of the recommendation (approve or deny) from P&C, an agenda item for review and consideration by the Finance and Capital Needs (F&CN) Committee of the State Board will be prepared. If the action is approved by the F&CN Committee, the State Board will be asked to take action. If the State Board approves the action, the requesting college will receive official notification for the System Office. The approval will have an “effective” date of the first day of the month following approval. This should allow sufficient time to notify all parties.