

Medical College of Georgia Supply Administration Division Procedures

Purchasing Department: **Equipment**

1.0 Purpose

To present the procedure for the procurement of equipment from outside vendors

2.0 Note

New Equipment > \$1000 but <\$5000

No RFQ is required on purchases less than \$5000, but Purchasing requires a copy of the vendor quote. In most cases, a sole RFQ may be sent to the vendor to confirm the pricing, terms & conditions of the sale and delivery & install information.

New Equipment > \$5000 but < \$100,000

A formal RFQ is required on all purchases over \$5000 and the request must be Posted on the Georgia Procurement Registry for a minimum of 15 working days or a valid Sole Source form must be completed by the requestor and approved by Purchasing resulting in a sole RFQ. A copy of the quote from the preferred manufacturer is also required.

New Equipment > \$100,000

The request must be forwarded to the Dept of Administrative Services in Atlanta to be bid out and awarded, except highly technical equipment

New Equipment > \$250,000

The request must be approved by the Board of Regents (BOR) and the Office of Planning and Budget (OPB) in Atlanta prior to starting the RFQ processes.

Used Equipment

Usually Sole Sourced, but not always and a Used Equipment form must be completed.

EXCEPTION

All Contract purchases are exempt from the RFQ process but still must be approved by BOR and OPB if over \$250,000.

3.0 Procedure: Equipment

Responsibility: Department

- Enter on-line Requisition
- Review Account & Category Codes, Description, Chart Fields, Vendor & Buyer's Names
- Enter any special instructions in the Header Comments
- Process the Edit-Checking & Budget-Checking programs
- Process the Approval program, if appropriate
- Fax the buyer the vendor quote referencing the REQ number and any attachments required for the purchase

Responsibility: Special Approval Departments (ITD and/or Grants Office)

- Review REQ for compliance
- Change the REQ status to Approved
- Note in Header Comments the date, Approved and initials
- Notify requestor if there is a problem or the request is being denied

Responsibility: Purchasing

- Run equipment query for available REQs to source (REQs must be coded correctly for them to be available for processing)
- Review REQ and attachments for completeness and compliance
- Process the REQ per standard purchasing practices