



Summary of Purchasing Process

PRIOR to any purchases of goods or services, a purchase request form must be completed, approved, and submitted to the accounts payable office (Louise Knight). This includes purchases made with a credit card. If the purchase is greater than \$2,000 it is recommended that at least 3 quotes are obtained and submitted with the purchase request. Please specify on the purchase request if a PO number is needed. Once the PO number is obtained, then the order may be placed. Please make sure that if the vendor requires a PO number that you are giving out the PO number assigned to the approved purchase request that was submitted. Purchase requests are entered into Poise at time of issue so that funds are encumbered against the applicable budget.

The billing address for the order should be: Ranger College, Accounts Payable, 1100 College Circle, Ranger, Texas, 76470. The shipping address should be to the Ranger, Brownwood, or Stephenville Campus and include the attention for the person placing the order. Once the goods are received, please review the packing slip to what you ordered and make sure everything was delivered. If items were not all delivered, please let Louise know so that she can match up the invoice with the packing slip for the items that were delivered. Once the invoice is received from the vendor, Louise will match up the invoice to the purchase request. If the invoice is received by the department and not accounts payable, please initial off that items were received and submit to Louise ASAP. If there are significant variances or increased amounts on the invoice compared to the approved purchase request, Louise may require further explanation and approval.

For Brownwood and Stephenville, please let postal carriers know that no goods are to be delivered if the campus is closed. Please instruct the carriers to wait to deliver on the College's business days.

Local vendors for amounts less than \$200.00 per item do not require a purchase request, however we still will encourage one. The receipt for these purchases are to be submitted immediately to Louise. This typically occurs when maintenance is in the middle of a repair project – it may not be practical to stop and write a purchase request for every small item necessary to complete the project. This is only with a minimal number of vendors locally where the College has a charge account.

For items purchased in person with a credit card, a purchase request must be completed, approved, and submitted to Louise prior to the purchase. Please make a copy of the purchase request. Please make sure that you have the tax exempt form with you as you will be responsible for any sales tax paid. Once the items are purchased, the original credit card receipt is to be attached to your copy of the purchase request and turned into Louise to match up to the original purchase request that was submitted. If the receipt is not clear for what was purchased, please write on the back a better description. Also, if the purchase is for meals, please write the names of all people of whose meals were included on the purchase and the purpose for the meal. All receipts must be turned in within a week of the purchase. Once the credit card bill is received, Louise will start reconciling the purchases on the bill to the actual receipts received and let you know what receipts are missing.

For travel requests, a travel request form (employee or student) needs to be completed, approved and submitted to Louise prior to the travel. Louise will load the applicable amount needed onto the credit card to cover the costs requested. Please make sure that you take along the tax exempt form and the Hotel tax exemption form, as you will be responsible for any State sales tax paid. All original receipts are due back as soon as you get back into town. Again, as mentioned above, if a purchase is for meals, please write the names of all people of whose meals were included on the purchase and the purpose of the meal. For any employee reimbursements related to travel, please mark on receipt if the purchase was paid personally.

Invoices received by Wednesday at noon will typically be paid by Friday, otherwise it will be the following Friday.