

# **Health Promotion, Education, and Behavior Request Purchase Approval**

## **How to Complete the Request Purchase Approval Form**

- This form is used when you have purchased item(s) and need reimbursement.
  - Complete the “Vendor Information” section as stated (name, address, etc...)
  - Complete the “Services/Products obtained and to be Paid” make sure you have the exact quantity amount, description and total of the order that is getting reimbursed.
  - Attach a copy of the invoice.
  - Use the Direct Expenditure Voucher (DEV) form which is designed for payments less than fifteen hundred (\$1,500.00) dollars and more than seventy-five (\$75.00) dollars unless the requirements for competitive procurement have been adhered to.
  - Obtain appropriate approval.
  
- Lead Time
  - Departments should anticipate their needs far enough in advance to allow Purchasing time to process requests in compliance with the South Carolina Procurement Code. The following are minimum time allowances:
    - Small purchases not exceeding \$1,500.00 may be accomplished 1 - 3 days without competition if prices are determined to be "fair and reasonable" by the procurement officer.
    - Purchases from \$1,500.01 to \$5,000.00 require a minimum of three 3 - 5 days verbal or written quotes from qualified vendors.
    - Purchases from \$5,000.01 to \$10,000.00 require a minimum of 5 - 10 days three written quotes from qualified vendors.
    - Purchases from \$10,000.01 to \$25,000.00 will be handled by the 15 - 30 days Purchasing Department who will solicit written quotes from five (5) qualified sources as well as advertising the requirements in the South Carolina Business Opportunities publication.
    - Purchases exceeding \$25,000.00 will require a formal sealed 45 - 60 days bid by the Purchasing Department.
  - Please remember that splitting of orders to avoid the above required a quote/bid methodology is not permissible. If a department has a requirement at a certain dollar level, the above appropriate actions are required initially. Splitting of orders to avoid these levels causes audit problems and less than cost effective procurement activity.
  
- Sole Source
  - This kind of procurement is permissible only when there is a single supplier for the requirement(s). If the department has a valid sole-source requirement, it must request a sole-source procurement by completely documenting these reasons with any back-up information that it may have to justify the sole-source. Approval must be obtained in writing, through the Director of Purchasing, from the Vice President of Business Affairs prior to any commitment being made. If there is any reasonable doubt, competition will be attempted by the Purchasing Department.
  
- Blanket Purchasing Orders

- A department may request blanket orders when it makes numerous, repeated small orders from the same vendor. The order will have a daily and fiscal year limit, and the requesting department must monitor these expenditures.



# REQUEST PURCHASE APPROVAL

Use this form to pay for products or services. Attach invoices, packing slips, quotes, bids, etc.

### VENDOR INFORMATION

Name: \_\_\_\_\_ SSN/EIN: \_\_\_\_\_  
Name of individual or company Taxpayer ID number (if known)

Address: \_\_\_\_\_  
The address to which payment will be mailed.

### SERVICES/PRODUCTS OBTAINED AND TO BE PAID

Quantity	Description	Unit Price	Subtotal
<b>TOTAL</b>			

Was an invoice submitted (if needed)?  Yes, it is attached.  No, no invoice will be submitted. Why \_\_\_\_\_

Does this payment close out a previously submitted purchase order?  Yes  No

Signatures: \_\_\_\_\_  
Signature of Requestor Date Signature of PI Date

Charge to: \_\_\_\_\_  
Department and Fund

### OFFICE USE ONLY

Method used to process: \_\_\_\_\_

Business: \_\_\_\_\_ Processed by: \_\_\_\_\_  
Manager Signature Date Signature Date