

Special Approvals

Special approval may be required for some purchase types or methods. The information provided below is intended to offer basic guidelines, but if additional information is needed, please contact the Purchasing Office.

Petty Cash

Petty Cash is not a function of the Purchasing Office and should not be used as a purchase mechanism without prior approval. Petty Cash is controlled by the Business Office and is subject to their rules and requirements. Petty cash reimbursements are limited to \$25.00, and the Business Office may ask Purchasing to verify that the transaction was not in violation of established purchasing policies and that the appropriate purchase method was used. Petty Cash should only be used in situations where a P-Card is not available to the purchaser, and a purchase order would not be applicable. The P-Card is usually the preferred method to handle small value purchases and departments should plan accordingly.

Computer Hardware, Peripherals, and Software

Software, computers, peripherals (such as printers & scanners), computer components (such as hard drives and memory), and other technology related systems, must be approved by ITS before purchasing, whether by P-Card or Requisition.

- **Computer Equipment and Software-** Computer equipment and software must be approved by the ITS department before the purchase is made. The ITS website contains purchasing information for standard desktop computers and laptops. This information, available at <http://www.aug.edu/its/purchasing.html>, includes the product description, account code, category code, price, and quotation number. For printers, Apple products, peripherals and all other needs, please contact ITS prior to purchasing.
 - **P-Card:** If purchasing with a P-Card, email ITS with your request and they will provide you with the information needed to make the purchase. The email authorizing you to purchase via P-Card must be submitted with the P-Card statement.
 - **Purchase Order:** ePro requisitions for ITS related goods and services, including software, will route to ITS for approval through PeopleSoft. This routing is based on the purchasing category code, and if an incorrect code is used, the routing may bypass this required approval. If that occurs, the requisition will be returned to the department approver for correction.

Employment Advertisements

All requests for advertisements for positions on campus must be approved by the Human Resources Department.

Equipment Repairs

When an item is covered under a maintenance agreement and needs repair, the department may call the contracted vendor to schedule the repair service. Prior to calling, the department should locate the model and serial number of the equipment, or the local dealer tag or machine number. The department caller should be familiar with the problem in case the vendor is able to troubleshoot via phone and not make a service call.

When an item is not covered under a maintenance agreement, call the vendor to get an estimate of their hourly rate, prepare a requisition with the model and serial number and the nature of the problem and the Purchasing Office will call in or, send a Purchase Order for the repair. The P-Card may also be an option to pay for service or repair calls not covered by maintenance agreements. Please check with the P-Card office prior to authorizing non-contracted service calls if you intend to pay by card.

Someone in the department should check the equipment, BEFORE THE TECHNICIAN LEAVES, and be sure it is operating satisfactorily before signing a receipt for the work.

Equipment with utility requirements

Requests to purchase equipment requiring increased or additional utilities (electrical, gas, water, and/or drain lines) should be reviewed with the Physical Plant before the requisition can be processed.

Furniture

Standard Office Furniture

Office Furniture (excluding metal filing cabinets) is covered by Mandatory Statewide Purchasing Contract # SWC60748. The link to the main contract page is: (http://pur.doas.ga.gov/TGM/SWC_Contracts/SWC60748_1_Information_Sheet.pdf). There are currently 71 manufacturing vendors on this contract. Because of the size and scope of this contract, ASU Purchasing does not maintain vendor catalogs for this product line. We normally work with an installing vendor to provide a manufacturer's quote and to handle the actual delivery and installation of furniture items. Most of the manufacturer's on the contract have website information listing the dealers who may represent their products. You may also directly contact the vendors shown below for information on the product lines they represent:

Augusta Business Interiors

3127-C Damascus Road
Augusta, GA 30909
Contact: Charles Squires
706-737-3014
706-737-9484 (Fax)
Manufacturer Lines: Hon, Indiana, Krug

Modern Business Systems

1445 Greene Street
Augusta, GA 30901

Contact: Dianne Tant
706-724-8700
706-724-4654 (Fax)

Manufacturer Lines: Haworth, Groupe Lacasse, Indiana, Kimball, National Office Furniture

- The following important information relates to furniture orders:
 - Furniture ordered from SWC60748 is considered a “custom” order. Please choose carefully. **Once we order it, unless it has a manufacturer’s defect, we own it.**
 - Fabric: Fabric type and color must be selected in advance.
 - Wood finish or color: The wood finish or color must be selected in advance.
 - Staples is not a vendor on the furniture contracts.
- Furniture Requisitions:
 - The requisition should be made out to the manufacturer – not to the installing vendor
 - Items listed individually on the quote should be entered on separate requisition lines

Metal Filing Cabinets

Certain products and services have been certified as mandatory in accordance with O.C.G.A. Section 50-5-73. Metal filing cabinets, both standard and lateral, are covered under this requirement and must be ordered from Georgia Correctional Industries (GCI). The Purchasing Office has color chips available for review for any department considering a metal cabinet purchase. Please contact GCI directly for pricing information. Note: Inside delivery should be specified when requesting a quote.

Georgia Correctional Industries (GCI)
2984 Clifton Springs Road
Decatur, Georgia 30034
Phone: 404-244-5100
Fax: 404-244-5141
[Georgia Correctional Industries Website](#)^{o7}

Maintenance and Service Agreements

Centralized control of equipment maintenance contracts and certain service contracts is the responsibility of the Purchasing Office. Purchasing will act as the liaison between equipment manufacturers and suppliers and the using departments. Maintenance contracts are obtained at the request of the department and renewed by the Purchasing Office after receiving a requisition. This is not an automatic procedure. Maintenance contracts for office machines and services will be negotiated and renewed annually with a common expiration date of June 30.

Newly purchased equipment, such as an office copy machine, has a manufacturer’s warranty to cover repairs and/or maintenance for a specified time following delivery and installation. Preventative maintenance and repair contracts may be purchased to cover the equipment once the manufacturer’s warranty has expired. If it is the intention of the department to purchase a maintenance agreement, a requisition should be submitted 30 days prior to expiration of the existing warranty.

Maintenance and Service Agreements may *not* be paid for by P-Card.

Media and Audio Visual Equipment

There currently is not a formal approval process for purchasing media-related and audio visual equipment. However, the Purchasing Office works closely with Media Services to ensure that they are aware of any proposed media equipment purchase, as they will have to support it once it is installed. Also, there are mandatory purchase contracts for A/V equipment, and Media Services is best able to work with these vendors to secure pricing. Please contact Gordon Spivey at gspivey@aug.edu for assistance with classroom media equipment.

Printing

The Public Relations Office must approve requests for custom-printed brochures, newsletters, or other major publications that will be sent off campus. Note: Public Relations should approve the design/artwork and a PeopleSoft requisition and purchase order created prior to placing an order.