

## 10 Purchasing Rules to Remember

1. State purchasing rules apply to everyone, every program, every fund source. No one within a state agency is exempt.
2. Bid Process:
  - Over \$2,500 (total), over \$500 (single item) = PHONE QUOTE
  - Over \$5,000 (total) = WRITTEN QUOTE from the Purchasing Office
  - Over \$10,000 (total) = WRITTEN BID from the Purchasing Office
  - Over \$25,000 (total) = WRITTEN BID from State P&C Office
3. Products are on contract, not suppliers.
4. The purchasing power of the state cannot be used for private gain. It is illegal to order something for personal use using the name of GTCC or the State of North Carolina.
5. Any unauthorized person who signs a contract or verbally agrees to a contract, has entered into a non-binding illegal contract and can be held personally financially responsible.
6. The mindset of the Board of Award is there is no sole source. Always seek competition.
7. Purchases cannot be divided in order to keep them under the established dollar increment or to avoid the bid process.
8. The law of confidentiality suggests that prices and trade secrets should never be disclosed to suppliers, unless authorized. Refer your suppliers to the Purchasing Department.
9. Never imply to a supplier that they will get the business when bidding. Always refer your suppliers to the Purchasing Department.
10. The final decision for any purchase is made by the GTCC Purchasing Department OR the Division of Purchase and Contract.