

Unauthorized Purchases and Requests for Services

Employees of Guilford Technical Community College and other affiliated offices or departments are **NOT** authorized to purchase merchandise and/or request services from a vendor without the prior approval of the Purchasing Department. Prior approval constitutes the issuance of a formal purchase order by the Purchasing Department. Invoices submitted along with a purchase requisition after the fact as payment purposes only will **NOT** be accepted by the Purchasing Department. If a campus department deems an order or service to be an emergency they must contact the Purchasing Department for written authorization **prior to** purchasing the goods or initiating the emergency service. The Purchasing Department staff is available weekdays from 8:00AM to 05:00PM to assist you in placing and expediting your emergency orders. Campus departments are also encouraged to apply for the Procurement Visa Card (P-card) to expedite the placement and receipt of emergency orders. For more information on the college's P-card program, please contact the Purchasing Department at ext 2888.

Individuals who enter into an agreement with a vendor to start providing goods or services on behalf of the College or whom intend to bind the College to financial commitments without prior authorization from the Purchasing Department are in violation of State law and College policy. Individuals may be subject to the imposition of discipline and may be held personally liable for any indebtedness that is ultimately held to be owed to the contractor/vendor.

All goods ordered for Guilford Technical Community College and other College affiliated offices or departments must be shipped to the respective College receiving address. Under no circumstances are deliveries to be made to an address other than an official, College related receiving address. Payments and/or reimbursements will **NOT** be processed for items shipped to a home address unless the appropriate justification is included.