This is intended to highlight College and Regional purchasing policies. The complete College purchasing policy is available at http://www.ivytech.edu/fmm/section-j/.

**Quote Requirement (quotes are attached in the Internal Documents Section of the requisition)**

Two (2) quotes are required for all purchases of new print jobs of $1,000 and over. Reprints do not require 2nd quote if the per unit cost is the same as original order; requisitions must state “Reprint” in the Internal Notes and original PO must be attached in Internal Documents.

Three (3) quotes are required for all purchases of professional and expert services or construction, alteration, or repair of buildings or facilities as explained in FMM [http://www.ivytech.edu/fmm/section-j/j-iii-d.html](http://www.ivytech.edu/fmm/section-j/j-iii-d.html) and attach a recap sheet listing quotes by item by supplier name with the amount and date received.

Three (3) quotes are required for all purchases of $10,000 and above. Least expensive supplier is chosen unless justification is attached to the requisition.

For purchases of $25,000 and above and all capital projects, refer to the complete College purchasing policy.

**Pre-Payments for Products and Services**

General prepayment for goods and/or services is strongly discouraged by the College. However, prepayments may be made in advance, without seeking approval for the following items: catalog orders, subscriptions, membership dues, conference fees, maintenance contracts, deposits less than $3,000 and insurance premiums. Prepayments are not allowed for personal services including personal services by contract. Approval for any prepayment reason not listed above must have prior written approval for products and services below $3,000 from the Executive Director of Finance. For prepayments for products and services at or above $3,000, the Executive Director of Finance will obtain prior approval of the Vice President for Finance/Treasurer or designee and provide to the requestor. A quote, order form, or similar documentation from the supplier detailing what is being purchased should be attached to the Internal Documents Section of the requisition along with the prepayment approval. **Requisitions for pre-payments must be approved purchase orders two weeks prior to the date the check is required to allow ample processing, approval, and mailing time.** Requisitions not submitted timely run the risk of the check not being made available.

**Purchase Order Cancellations**

Department provides written documentation to the supplier of the purchase order number and reason for cancellation. Delivery can be done via email, fax, snail mail, etc. Department sends a copy of the documentation to the Purchasing Assistant in the Business Office, and the purchase order is disencumbered.

**Advertisements**

Advertisements require an emailed approval from the Director of Marketing/Communications attached to the internal attachments of the requisition. This does not apply to ads for employment or solicitations for purchases.

**Books**

Ivy Tech is contracted to purchase books from Follett. The exceptions are the Library and SGA/Student Clubs.

**Business Cards, Letterhead, and Envelopes**

Business cards, letterhead, and envelopes are purchased from Office Depot. Orders are placed using the Office Depot site on Ivy Market.

**Charitable and Non-Profit Organization Purchases**

Expenditures to support not-for-profit or charitable organizations are only allowed as long as there is documentation attached to the payment request showing the benefit to the College. This documentation should be written in such a way as to clearly explain the business benefit of the College’s participation. Donations to a not-for-profit or charitable organization are prohibited.

SGAs and College clubs may use funds derived from student fees to make donations to Ivy Tech Foundation if the donations are for student financial aid or the purchase of equipment or technology as part of an approved capital campaign to benefit a particular campus or administrative Region of the College. Consistent with the Foundation’s longstanding policy, the Foundation will not levy any administrative fees or overhead charges against these donations. Additionally, the Foundation will report on the usage of these particular donations at the request of the College.

**Clothing with Ivy Tech Logos**
Clothing with Ivy Tech logos require an emailed approval from the Director of Marketing/Communications approving the logo attached to the internal attachments of the requisition.

**Computers**

Ivy Tech is contracted to purchase all computers from Dell.

**Furniture**

Furniture purchases are to be pre-approved by the Executive Director of Finance & Administration. Attach the written or emailed approval to requisitions in the Internal Documents section.

**Ivy Tech Forms**

Ivy Tech forms are purchased from Safeguard Business Systems Inc, 6314 W Stoner Dr Ste C, Greenfield, IN 46140-7204. For pricing, email Doug Welsh at doug.kdw@gmail.com or Kristen Moore at kmoore108@ivytech.edu.

**Office Supplies including Multi-Purpose Paper**

Ivy Tech is contracted to purchase office supplies and multi-purpose paper from PDME/Office Depot. No freight charges except on an exception basis for extremely heavy non-core items (e.g., pallets of paper, if ordered, will NOT incur freight). Non-core item purchases require explanation of why a core item was not used noted in Internal Notes of the requisition.

**Rental Cars**

All employees using rental cars must be authorized College drivers. A driver information sheet must be completed and forwarded to the Gary Business Office for submission to the Office of the President for processing. The Office of the President requires a 30 day waiting period from the date they receive the form for processing before a College car or rental car can be used by the employee. The list of approved drivers is available Campus Connect – Employee Services – Business Office Forms link – Click Approved Drivers.

The College has statewide pricing agreements with Enterprise as follows

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate</td>
<td>$32.99/day</td>
</tr>
<tr>
<td>Standard</td>
<td>$32.99/day</td>
</tr>
<tr>
<td>Full-size</td>
<td>$37.99/day</td>
</tr>
<tr>
<td>Minivan</td>
<td>$47.99/day</td>
</tr>
<tr>
<td>Standard SUV</td>
<td>$45.99/day</td>
</tr>
<tr>
<td>Large SUV</td>
<td>$72.99/day</td>
</tr>
</tbody>
</table>

Note account XZ08333 in the requisition’s External Notes along with driver name and pick-up/return time. Standard size or smaller vehicle should be used. If a larger vehicle is required, justification needs to be included in the Internal Notes section of the requisition. The requisition should include a line for excise tax which is 4% of the total rental. Sales tax is only added if the vehicle is being rented from a location outside the State of Indiana.

When a rental is needed on a weekday morning before the College opens, Enterprise can provide a rental car on the weeknight before between 4:00 PM & 6:00 PM and a surcharge of $10/day will be assessed. If the Ivy Tech traveler requires the vehicle to be delivered prior to 4:00 PM, the full day charges will apply. If the rental period is 24 hours or less, the $10 surcharge will not apply.

**Toner**

Ivy Tech is contracted to purchase toner from ICC Business Products. Compatible/remanufactured cartridges are required to be purchased if available. No freight/delivery charges apply.