

5.1.1 Develop requisition and receiving strategies

Requisitions

The state legislature has provided us specific direction in this area. We use competitive methods in public purchasing the purpose of which is to stimulate competition, prevent favoritism, and secure the best work and materials at a fair and reasonable price, and in the best interest of our Customers and Stakeholders.

Our Board Policy states "All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures." This is the primary method of procuring goods and services

(If purchase order is not accepted by the vendor or supplier and an employee needs a check for payment they must be sure to submit their requisition in a timely manner to allow the Purchase Requisition to be processed into a Purchase Order as a funding document and a check cut by the Accounts Payable office in the normal check cycle. Our district (Accounts Payable) cuts checks every two weeks.)

Purchase orders are written to vendors in our Enterprise Resource Program iTCCS (Internet-based Texas Computer Cooperative Software), which is a comprehensive, hosted solution with applications for business, human resources, student services, and PEIMS.

Within the iTCCS Data base are "Preferred" vendors, those which are on District bids (contracts) or on contract with one of our purchasing cooperative entities.

Receiving Process

Goods are processed through Central Receiving on a first-in, first-out basis, unless the nature of the material dictates special handling. Partial and complete shipments are handled in the same manner. Normal deliveries are expected to be made within forty-eight (48) hours of receipt by Central Receiving.

The Purchase Order Receiving Report (Receiving Copy) and Packing Slip are matched with the shipment.

Cartons are opened as necessary to count the number of items delivered and to visually inspect for damage.

The number of items received are verified in the quantity column of the Purchase/Stock Order.

Deliveries are be made to the campus/department shown on the Purchase/Stock Order.

Delivery personnel are required to obtain the signature of the individual accepting the delivery.

The individual signing the PO Receiving Report acknowledges receipt of the material subject to the conditions indicated.

During the peak receiving periods (Dec, Mar & Apr.) the delivery time may be extended, except for high priority time sensitive orders.