

NORTHWEST TECHNICAL COLLEGE
Specific Purchasing Procedures
Updated: February 14, 2011

1. NTC staff will enter their own purchase orders, following the purchasing policies and procedures found at http://www.bemidjistate.edu/offices/procurement_logistics/purchasing/. Staff should familiarize themselves with the information, forms, and links under the Purchasing & Contracts section of that website where extensive instructions are available.
2. If a bid or request for proposal process is required, staff should consult with Belinda Lindell (755-2043 or blindell@bemidjistate.edu) as soon as possible, but well in advance of needing the product or service. Allow a minimum of four weeks for unadvertised bids and a minimum of six weeks for bids requiring advertising.
3. Purchase orders requiring a forced encumbrance, will be reviewed and approved/denied by Robin Sylvester, Business Manager.
4. If you report to Harry Cottrell, all of your PO's require approval. If you report to Bruce Hemstad, PO's over \$500 require approval.
5. If a Request to Incur Special Expenses is required for a purchase, please submit the completed request form to Bruce Hemstad or Harry Cottrell. If it is approved and it is:
 - For a PO - Forward it to the Purchasing Office Box 8 so they may process your purchase order, if all other required paperwork has been submitted.
 - For a purchase you will make with your Purchasing Card - Attach to your monthly statement.
 - For an expense you will pay for personally and seek reimbursement - Attach it to your employee expense report.
 - For a bookstore chargeback – Give it to Judy Rinkenberger.
6. Once the Purchasing Office processes an NTC purchase order, a pink working copy will be sent via campus mail to the NTC staff member who initiated the purchase order. The working copy will be marked with language and a signature line for the NTC staff member to verify receipt of the order. Once your order is complete, sign and date the pink working copy and send it to Accounts Payable Box 5.

PURCHASING QUESTIONS:

Marie Bock

mbock@bemidjistate.edu

755-2050

ACCOUNTS PAYABLE QUESTIONS:

Jodi Riley
Idella Hayes

jriley@bemidjistate.edu
ihayes@bemidjistate.edu

755-2052
755-2899