

Purchasing Manual

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NC Central
UNIVERSITY

North Carolina Central University Purchasing Manual

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1. Introduction

a. Purpose

North Carolina Central University (NCCU) is a public institution subject to the laws of the State of North Carolina governing state agencies and must adhere to these regulations in carrying out the University's mission. The Procurement Services Department at NCCU operates as an extension of the North Carolina Division of Purchase and Contract (P&C) and has delegated authority to coordinate and oversee procurement activities for the University.

b. Mission Statement

The mission of the North Carolina Central University Purchasing and Receiving Department is to serve the campus community through efficient, timely, and strategic procurement services that maximize resources and support the University's goals.

We fulfill this mission through a commitment to excellence, ethical standards, and the following objectives:

- Collaborate with all University departments to improve processes and increase efficiency throughout the Procure-to-Pay cycle.
- Uphold fair and ethical trade practices that strengthen supplier relationships and maintain public trust in the University.
- Abide by the North Carolina General Statutes and Administrative Code governing procurement.
- Conduct business with potential and current suppliers in an atmosphere of mutual respect and integrity.
- Strive to obtain the maximum value for every public dollar spent.

c. Authority

The North Carolina Division of Purchase and Contract (P&C) was established by the General Assembly as part of the state's Department of Administration. P&C establishes procedures for acquiring commodities and services, along with prescribing forms, consistent language, terms and conditions, and advertising requirements applicable to all agencies for procurement actions. The procedures, forms, consistent language, terms and conditions, and advertising requirements shall be established by taking into consideration market conditions, trends, legal requirements, and any other factors determined to be in the State's best interest. P&C administers the General Statutes 143-48 through 143-64 and the Administrative Code, Chapters 05A through 05D, which governs procurement related activities.

[University Regulation 30.06.06](#) provides guidance regarding the consequences for procuring an unauthorized purchase. This regulation applies to all faculty and staff who procure goods on behalf of the University. If any agency contracts for the purchase or lease of any commodities, printing or services contrary to statutes, or rules adopted thereunder, such contract shall be void and of no effect. In addition, the Executive Officer of that agency shall be personally liable for the costs thereof.

No faculty, student or staff member is authorized to make purchases for the University or to charge a purchase to an account of the University without first submitting the appropriate requisition for approval and securing from the Purchase Department an official Purchase Order.

d. Conflict of Interest

It is the responsibility of each staff member in Procurement Services to take all appropriate steps to ensure that the University does not knowingly enter into any purchase commitment which could result in a conflict-

of-interest situation.

e. Delegation

The University has a general purchasing delegation of \$100,000. Under this delegation, NCCU is authorized to acquire goods and services through purchase, rental, or lease, provided all applicable purchasing rules, regulations, and policies are followed.

Purchases exceeding \$100,000 require approval from the University of North Carolina System Office. Purchases exceeding \$500,000 must be reviewed and approved by the North Carolina Division of Purchase and Contract (P&C), unless specifically exempt by statute.

f. Budget & Funding

The University operates on a fiscal year running from July 1 through June 30. Departments requesting to purchase goods or services must ensure that the account being charged is properly budgeted and funded within the University's financial system. No expenditures may be made against accounts with insufficient funds.

For procurement purposes, all general state-funded accounts must be fully committed, and all goods and services must be received or delivered by June 30 of each fiscal year.

The University utilizes a variety of funding sources, each with specific spending requirements and restrictions. To assist departments in determining whether a purchase is allowable under a particular fund source, [The North Carolina Central University Basic Spending Guidelines by Fund Source](#) is available as a reference.

2. Organization

The Purchasing Office at North Carolina Central University (NCCU) operates within the Division of Business and Finance and reports directly to the Vice Chancellor for Business and Finance. The unit is composed of two functional areas: the Purchasing Office and the Travel Office, both located on the second floor of the Shepard Administration Building.

a. Purchasing Office

The Purchasing Office oversees the issuance of official purchase orders and manages all procurement-related solicitations to support departmental needs across campus. The office is staffed by four Purchasing Agents, each assigned to designated departments to provide comprehensive support for all procurement activities.

b. Travel Office

The Travel Office is responsible for administering all University-related business travel in accordance with State of North Carolina and NCCU travel policies. This office provides guidance and support to faculty, staff, and students on allowable travel expenses, required documentation, and reimbursement procedures. All travel-related inquiries, reimbursements, and documentation are processed through the Travel Office to ensure consistency, accuracy, and compliance across the University.

3. Purchasing Thresholds

a. Purchasing Thresholds

Procurement thresholds at North Carolina Central University (NCCU) are established in accordance with the North Carolina Administrative Code (NCAC) and the University's delegated purchasing authority. These thresholds define the processes and requirements for small dollar, informal, and formal purchases to ensure compliance with state procurement regulations and institutional policies.

i. Small Dollar Purchases

Small dollar purchases are defined as those not exceeding \$31,000 and not available on a North Carolina State Term Contract. While competition is not required for these purchases, all transactions must be processed through a requisition in Eagles Purch or by using an approved Purchasing Card (P-Card) for authorized expenditures. Departments must ensure that purchases are distributed equitably among qualified suppliers and that sound business practices are followed to verify that prices are fair and reasonable.

It is strictly prohibited to divide a purchase into multiple smaller transactions in order to avoid the competitive bidding requirements established by the State.

ii. Informal Purchases

Informal purchases are defined as requests greater than \$31,000 up to \$99,999.99. For these procurements, at least three written quotes are required. The Purchasing Office will assist departments in identifying multiple sources of supply for goods and services; however, departments are permitted to obtain quotes independently. All quotes, whether obtained by the department or the Purchasing Office, must be forwarded to the Purchasing Office when the requisition is entered into Eagles Purch so that they can be retained with the procurement file.

As with all procurement activities, it is not permissible to divide requests into smaller amounts for the purpose of circumventing the State's competition requirements.

iii. Formal Purchases

Formal purchases are defined as requests exceeding \$100,000 and require a formal solicitation of offers coordinated exclusively by the Purchasing Office. Only the Purchasing Office is authorized to issue formal solicitations for goods and services, and departments are not permitted to conduct these processes independently under any circumstances.

The State of North Carolina provides the standard templates and terms that must be included in all formal solicitations issued by NCCU. The requesting department is responsible for providing detailed specifications, requirements, and scope of work to the Purchasing Office for inclusion in the solicitation document via the [Formal Bid Request For Solicitation](#). The Purchasing Office will then prepare and finalize the solicitation in collaboration with the department prior to advertisement.

All formal solicitations are advertised on the State of North Carolina's Electronic Vendor Portal (eVP) website at <https://evp.nc.gov>. Each solicitation must be posted for a minimum of ten calendar days, though the advertisement period may be extended based on the complexity of the procurement.

4. How to Make a Purchase

a. Purchasing Methods

There are several different purchasing methods which can be used for acquiring goods and services.

i. Purchase Requisition (Eagles Purch)

Eagles Purch is the official purchasing system for North Carolina Central University (NCCU). It is used by University personnel to create, track, and approve requisitions for goods and services. The system streamlines the purchasing process through a browser-based platform that supports online catalog shopping, requisition creation, purchase order tracking, order history, and other tools that assist departments in managing expenditures efficiently.

The use of electronic approvals and the automated distribution of purchase orders to vendors reduce processing time and administrative costs for the University.

Requisitions submitted through Eagles Purch are routed to the Procurement Department for review and processing. Each requisition must follow the established workflow and obtain all required departmental and divisional approvals. Depending on the nature of the purchase, additional approvals from Grants, Information Technology, or Fixed Assets may also be required.

Upon completion of the pre-audit review, the assigned Purchasing Specialist in the Procurement Department will issue the purchase order. Users should review applicable sections of this manual for competition and bidding requirements prior to submission.

ii. Check Requests

A Check Request is a payment made directly to a vendor or individual without a purchase requisition or purchase order. It is not a substitute for required purchase order procedures and should be used only when standard procurement processes do not apply or when a vendor will not accept a purchase order. Check Requests are intended for non-recurring or exceptional transactions and require appropriate justification.

Allowable Check Requests

Check Requests may be used for the following types of transactions:

- Utilities (electricity, water, gas, telecommunications)
- Stipends
- Memberships and subscriptions
- Postage and freight
- Legal settlements and court fees
- Employee reimbursements (travel, training, etc.), not to exceed \$250
- Inter-agency payments
- Professional dues
- Emergency purchases (as defined in NCGS §143-57)

Documentation Requirements

Each Check Request must include the following documentation:

- Vendor invoice or supporting documentation
- [Check Request Justification Form](#) (completed and approved)

iii. Purchasing Card

The University has an established purchasing card (p-card) program that allows departmental users to obtain a University issued credit card that can be used to make purchases outside of the normal Eagles Purch purchase order process. The p-card can be used when a vendor will not accept a purchase order and/or requires payment prior to shipping the desired products; services generally cannot be purchased on a p-card due to additional contract requirements associated with services. The p-card can also be used to

make emergency or after-hours purchases when it is not possible to obtain a purchase order through the Eagles Purch System. The single transaction limit for both commodity and travel-related p-card purchases is \$1,000 and the monthly limit is \$5,000. Exceptions to these limits may be requested on a case-by-case basis from the P-card Administrator. For detailed program requirements, procedures, and cardholder responsibilities, please refer to the University [Purchasing Card \(P-Card\) Manual](#).

b. New Vendor Requests

When a department wishes to conduct business with a vendor that does not have an existing relationship with the University, a Vendor Request Form must be completed and accompanied by a W-9. All vendors must be active in the University's e-procurement system, Eagles Purch, before a requisition can be submitted or a purchase order is issued.

The [External Vendor Request Form](#) can be found on the myEOL Forms and Documents page and may be forwarded to the vendor for completion.

c. Specific Procurements

i. North Carolina State Term Contracts

The State solicits competition and establishes Statewide Term Contracts with vendors to secure favorable pricing for many commonly used goods and services. These contracts are available for use by all State agencies and do not require additional competition at the University level.

A vendor holding a State Term Contract is authorized to provide only the goods or services specifically listed in that contract and not necessarily all items or services the vendor offers.

Use of mandatory Statewide Term Contracts is required whenever possible. However, in accordance with NCGS 116-13(b), the University may purchase an equivalent item from a non-contract vendor if the total cost—including delivery—is lower than the price available under the State Term Contract. In such cases, documentation verifying the State Term Contract price comparison must be attached to the requisition or transaction.

Departments are encouraged to use Statewide Term Contracts whenever feasible, as they meet the State's competitive bidding requirements and eliminate the need for additional solicitation. As a best practice, departments should first determine whether a required good or service is available through a Statewide Term Contract before pursuing other purchasing methods.

Information about current State Term Contracts is available on at:

[Statewide Term Contracts | NC DOA](#)

[Statewide IT Contracts | NCDIT](#)

ii. Correction Enterprises (Department of Adult Correction)

North Carolina Central University (NCCU) is required by state law (North Carolina General Statute) to purchase certain goods from the Division of Correction Enterprises (CE) within the Department of Adult Correction when those items are available.

The scope of this contract is limited to items offered by Correction Enterprises, to include the following goods and services:

| <u>GOODS</u> | | <u>SERVICES</u> |
|--|-----------------|------------------------|
| Plaques | Banners | Bindery Services |
| Bunk beds Plastic | Bags | Braille Transcription |
| Emergency Response | Rain Barrels | Embroidery Services |
| Food Service Equipment | Safety Glasses | Framing Services |
| Furniture | Safety Vests | Graphic Design |
| Janitorial Products | Service Awards | Printing Services |
| Park Grills | Shower Curtains | Reupholstery Services |
| Picnic Tables | Uniforms | |
| Signage (road, office, safety) | | |
| Metal Lockers Oil & Lubricants (vehicle) | | |

In accordance with state requirements, NCCU must provide Correction Enterprises with the first opportunity to furnish these items. Purchases from other vendors for comparable products or services are permitted only when CE:

- Cannot produce a comparable item or provide the service,
- Cannot meet the required delivery schedule, or
- Offers pricing that exceeds that of an alternative provider.

The Purchasing Office will collaborate with the requesting department and Correction Enterprises to obtain quotes and determine product or service availability when departmental needs arise.

iii. Bookstore Purchases

Follett holds the contract with the University to operate the campus bookstore. The Campus bookstore should be the first point of contact for all textbook and other book orders as their contract stipulates a 10% discount on all University orders. If the bookstore is unable to order the specific book, off campus sources can then be explored. To place an order, University departments should contact the bookstore to obtain a quote and then enter the corresponding requisition into Eagles Purch.

iv. Food Service

Purchase of food or beverages for events that will take place on NCCU campus, and paid for with a University fund, generally must be ordered through ARMARK due to the exclusivity contract in place with the vendor. Contact Campus Enterprise to obtain a quote for the required services and enter your request into the Eagles' Purch system to have a purchase order generated.

Departments should visit NCCU Catering's Website (nccu.catertrax.com) to submit an order. Any exceptions to this mandatory use contract must be approved by Campus Enterprise and information about exceptions can be found on the Campus Enterprise website.

v. Furniture Purchases

North Carolina has established mandatory use State Term Contracts with multiple manufacturers and distributors that are to be used to meet office and classroom furniture needs of the University. Detailed information regarding the manufacturers available and the dealers authorized to sell these items to the University is available by reaching out to your Purchasing Agent.

vi. Office Supply Purchases

Office supplies are available through a mandatory use North Carolina state term contract and the current provider is Forms and Supply Incorporated (FSI). Orders can be placed by accessing the vendor's punch-out catalog in Eagles' Purch and building a shopping cart with the needed items. Please be aware that there is a \$25 minimum order required to avoid a small order surcharge of \$5, so departments are encouraged to consolidate small orders into a single, larger order that meets the minimum.

vii. Promotional and Branded Items

Promotional items include any merchandise that contains a North Carolina Central University brand asset and is used to promote the University, whether the items are produced for sale or giveaway. Examples include but are not limited to, t-shirts, sweatshirts, pens, coffee mugs, glassware, decals, etc.

Promotional items paid for by state funds should be of minimal value and should be charged to the advertising account code 737000. The Office of Communications & Marketing has established guidelines that govern the use of all logos and marks of NCCU, and departments must adhere to these standards when procuring items that use the University's name or logo. Any vendor who will reproduce University marks must be licensed to do so, and that licensing process is coordinated by the Office of Communications and Marketing, including a formal review of all items to ensure adherence to brand guidelines.

Please visit the University Brand Center for more information, including a list of approved licensed vendors.

viii. Live Animal Purchases

All live animal purchases are subject to applicable federal regulations and must be coordinated through the Animal Resources Complex (ARC). Departments should contact ARC prior to initiating any purchase to ensure compliance and to maintain accurate records for required reporting purposes.

ix. Use of Amazon

An Amazon business account was established as a resource for departments to purchase items that are not available through one of the University's contracted vendors. There is no contract in place with Amazon, so this vendor should only be used when items are not available from a contracted source. If there is an instance where Amazon offers a lower delivered price for an item that is available through a contracted vendor, Amazon may be used if documentation of the lower cost is provided. Departments must capture a screenshot of the item, including cost, from the contracted vendor and attach it to the transaction in Bank of America to substantiate the savings.

x. Vehicle Rentals

A North Carolina State Term Contract exists for rental vehicles needed for official state business and the contract holder is Enterprise/National Car Rental. The travel card (T-Card) can be used for reservation purposes but be aware when making the reservation that the credit card used at the time the reservation is processed will need to be physically present with the user of the rental vehicle. If the t-card holder making the reservation is NOT the person using the vehicle, it should not be used.

xi. Building or Office Maintenance & Repairs

All building and grounds repair requests, whether minor or major renovations, are submitted online through Facility Operations' Asset Essentials system. Detailed instructions are available on the Facilities Operations website.

xii. Honoraria

An honorarium is a payment to an individual generally given as a gift of gratitude for a speaking engagement, presentation, or participation in a campus event. Contracts are not required for honoraria, but the department should memorialize the gift in the form of an official letter to the recipient. Engagements where the individual will be performing a service for the University with expected deliverables are not considered honoraria and should follow the Independent Contractor process.

xiii. Information Technology (IT) Purchase Requirements

All IT-related purchases, including hardware, software, and services, must be reviewed and approved by the IT Department, regardless of the procurement threshold. The North Carolina Administrative Code (NCAC 06B.0301(c)) and the State Division of IT Purchasing Manual establish the framework for IT procurements, which applies to all campus departments, not just purchases initiated by the IT Department. In certain cases, departments may be required to consult with the IT Department by submitting a help desk ticket before initiating a requisition to ensure compliance with security, compatibility, and standardization requirements.

Campus departments are responsible for identifying IT-related needs and estimating the total cost of requested goods or services. Small-dollar purchases (not exceeding \$31,000 and not available on a North Carolina Division of IT State Term Contract) do not require competitive solicitation. However, all purchases—informal or formal—that exceed this threshold remain subject to IT Department review and approval. Departments are encouraged, though not required, to obtain two or three written quotes to ensure best value for IT-related purchases.

Departments must enter requisitions in Eagles Purch, selecting the preferred supplier and attaching all supporting documentation. The Purchasing Office will review the request and route it to the IT Department if IT approval is required. The IT Department will evaluate the request, communicate directly with the department regarding any questions or clarifications, and provide formal approval to proceed.

State Term IT Contracts can be accessed here: [Statewide IT Contracts](#) | [NCDIT](#)

5. Other Purchases & Things to Consider

a. When Competition May Not Apply

i. Waiver of Competition

Under certain conditions, and when deemed to be in the best interest of the public, competition may be waived in accordance with the North Carolina Administrative Code and State of North Carolina procurement regulations.

When requesting a waiver, departments must complete a Waiver of Competition Form and submit it to the Agency Procurement Chief or designated Purchasing Office representative for review and approval. The justification must clearly state how this item or service is unique, why it is only available from the requested vendor, and why that specific item or service is needed at the University.

Conditions for Waiver of Competition

Pursuant to the Administrative Code, competition may be waived under any of the following circumstances:

1. Performance or price competition is not available.
2. A needed product or service is available from only one source of supply.
3. Emergency action is required.
4. Competition has been solicited but no satisfactory offers were received.
5. Standardization or compatibility is the overriding consideration.
6. A donation dictates the source of supply.
7. Personal or particular professional services are required.
8. A specific medical product, service, or prosthetic appliance is needed.
9. A good or service is needed for the blind or severely disabled and overriding considerations exist for its use.
10. Additional products or services are needed to complete an ongoing job or task.
11. Products are purchased for “over-the-counter” resale.
12. A specific product or service is required for educational, training, experimental, developmental, or research purposes.
13. Equipment is already installed, connected, and in service, and it is advantageous to purchase it.
14. Goods are subject to rapid price fluctuation or require immediate acceptance.
15. There is evidence of resale price maintenance, price control, or collusion that impedes normal competitive procedures.
16. The purchase amount is too small to justify soliciting competition, or a satisfactory price is available from a previous contract.
17. The requirement involves an authorized cooperative project with another governmental unit or charitable nonprofit organization.
18. Used goods are available on short notice and subject to prior sale.

ii. Exemptions

Certain purchases of goods and services are exempt from the competitive procurement requirements outlined in the North Carolina Administrative Code (NCAC). Requests that fall within these exemption categories and are within NCCU’s delegated purchasing authority, may be processed without additional documentation or competition.

Because exemptions are limited and specific, departments are encouraged to consult the Purchasing Office for guidance when determining whether a purchase qualifies for exemption.

Exemptions may include, but are not limited to, the following:

- Published materials: Books, manuscripts, subscriptions to printed materials, packaged copyrighted software, and similar copyrighted products.
- Public utilities: Services such as gas, water, and electricity.
- Telecommunication services: Telephone and cable services furnished by utility companies.
- Government-provided services: Services performed directly by a state, federal, or local government agency or its employees as part of their normal governmental functions.
- Animals, poultry, and fish: Authorized purchases of live animals, poultry, and fish.
- Feed: Authorized purchases of feed and special dietary ingredients for animals, poultry, or fish.
- Athletic apparel: Authorized purchases of athletic apparel, with safety considerations remaining the responsibility of the using department and subject matter experts.

- Playground equipment: Authorized purchases and installation of playground structures when classified as a goods purchase (not a construction project).

b. Tax Exemption

The University is exempt from state sales and use tax in North Carolina and most other states. A copy of the Sales Tax Exemption form can be found on the Purchasing Department's web page. The University's tax exemption status must be communicated to vendors prior to doing business.

c. Debarred Vendors

Vendors that have been debarred are not eligible to enter into contracts with the State of North Carolina, as outlined in 01 NCAC 05B .1520. Before awarding any contract or issuing a purchase order, it is the responsibility of the Purchasing Office or the requesting department to verify that the prospective vendor is not listed on the State's debarred vendor list. No contract, agreement, or purchase order may be executed with a vendor currently under debarment.

For procurements funded by federal grants or cooperative agreements, departments must also verify vendor eligibility through the federal debarred vendor list to ensure compliance with applicable federal regulations.

Debarred vendor listings are available at the following sites:

- State: [NC Debarred Vendors | NC DOA](#)
- Federal: [System for Award Management | SAM.gov](#)

d. Historically Underutilized Business (HUB)

A vendor may be classified as a HUB (Historically Underutilized Business) vendor if their business is minority-owned, female-owned, a disabled business enterprise, or a non-profit workshop for the blind or severely disabled. Departments are encouraged to solicit competition from small and historically underutilized businesses when making any purchase.

For HUB vendor see: [NC DOA Historically Underutilized Businesses \(HUB\) Office](#)

6. Contracts & Legal Review

A fully-executed University Contract, Purchase Order, RFQS, IFB or RFP is required any time a campus department wants to engage with an individual or company to provide a Service to the University, regardless of the cost of the Service. The Office of Legal Affairs (OLA) provides support to NCCU in the contracting process. To facilitate the ease of departments entering into contracts for services, OLA and the Purchasing Department have developed several NCCU standard form contract documents.

Procurement Services, in conjunction with General Counsel, will review and negotiate any contract provided by a vendor to ensure compliance with North Carolina contracting law. University-developed templates are available to departments so that contracts can be created internally and presented to the service provider.

If a division or department desires to procure a good or service using a vendor's forms, terms, and conditions (i.e., a non-standard contract) or if a vendor makes significant changes to the NCCU standard form contract, the Purchasing Department will submit the contract for review by an attorney in the OLA.

a. Signature Authority

Only designated University officials have the delegated authority to sign contracts or agreements on behalf

of NCCU. Individuals may sign only those contracts that fall within the scope of their delegated authority as outlined below. Unauthorized individuals may not sign any contracts, agreements, or other binding documents on behalf of NCCU.

All delegations of signature authority are established in accordance with Regulation 01.03.1 — Delegation of Authority to Sign Contracts and are maintained by the Office of Legal Affairs.

Departments should contact the Purchasing Office or Legal Affairs before submitting any document requiring signature to ensure the appropriate authority is applied.

b. Personal Services

Personal services contracts are used to procure services from an individual when those services are not ordinarily performed by an employee.

If an individual is to perform a service ordinarily performed by an NCCU employee, the individual cannot be considered an independent contractor that uses the personal services contract. The department will be re-directed to NCCU Human Resources.

c. Professional Services

Professional services contracts are contracts with a business entity (company, corporation, LLC, etc.). There is a legal distinction between an individual and a business entity so that services under professional services agreements or contracts may ordinarily have been performed by an employee.

7. After the Purchase

a. Payment to Vendors

All standard purchase orders for goods and services require a receipt in the eProcurement platform, Eagles Purch, before an invoice can be processed for payment. Accurately completing the receiving document is essential to ensure a proper three-way match (purchase order, invoice, and receipt), which is required for timely vendor payment.

i. Receiving Requirements

- **Physical Possession is Required:** A receipt may not be entered into the system before the actual physical receipt of goods or the completion of services. Entering a receipt for items not yet received is a violation of State policy.
- **Accurate Receipt Date:** The receipt date entered in the system must closely reflect the actual date the goods were physically received or the services were rendered. For example, if carpet installation occurred between June 3-5, entering the receipt in July would be incorrect and subject to State review.
- **Timely Inspection and Acceptance of Goods:** The North Carolina Division of Purchase and Contract's [NC Procurement Manual](#) (Sect. 7.4, Review of Goods for Acceptance) explicitly states: "When goods are received from a vendor it is important that they are reviewed to ensure compliance with the contract and the purchase order and to confirm that the goods are not damaged. Goods shall be inspected at the time of receipt and compared against the packing slip, if possible. Prompt acceptance of goods received is important to prevent any vendor claims that goods were 'deemed accepted' by the state without actual inspection and acceptance by the agency."

To safeguard the State's interests and ensure compliance, departments must conduct immediate inspections of all goods upon physical receipt. Failure to promptly inspect and formally accept goods

may limit the State's ability to seek remedies from the vendor.

- **Departmental Verification:** The ordering department is responsible for confirming that the item(s) or service(s) have been fully or partially received and verified before entering a receipt in Eagle Purch.
- **No Pre-Payment for Expiring Funds:** Payment before receiving goods or services is prohibited when simply attempting to utilize expiring funds at the end of the fiscal year.
- **Auto-Generated Invoice Notifications:** The eProcurement system will send an auto-generated notification when an invoice is entered for a purchase order. This notice is for informational purposes only and does not authorize entering a receipt before receiving the goods or services. Departmental staff must wait for the goods or services to arrive before completing a receiving document.
- *** IT Equipment Receiving Requirements:** IT-related purchases (including computers, tablets, printers, and other technology equipment) are often routed to IT Imaging upon arrival on campus. IT Imaging is an internal university process used for configuration, tagging, inventorying, and deployment preparation. **Departments must still enter a receiving document in Eagles Purch once the equipment physically arrives on campus, even if the items are immediately transferred to IT for imaging.**

ii. Partial Receiving

Partial receiving of orders is allowed. A receipt should be completed as items arrive, even if there are outstanding items on a particular purchase order. This process allows invoices for received items to be processed promptly, even though the complete order has not yet been delivered.

b. Complaints to Vendors

When a vendor is not upholding the terms and conditions of a purchase order or when a vendor's product does not meet the specified standards or warranty provisions, the vendor should be notified as soon as possible. Efforts should be made, by the Purchasing Office, to work directly with the vendor to resolve the issue. All correspondence with the vendor should be documented in the purchase order record. Complaints that cannot be resolved by the Purchasing Office should be forwarded to the NC Division of Purchase & Contract by the Purchasing Director.

8. Websites & Resources

a. Websites

- North Carolina State Term Contracts: [Statewide Term Contracts | NC DOA](#)
- North Carolina Department of Information Technology: [Statewide IT Contracts | NCDIT](#)
- North Carolina Department of Administration Procurement Manual: [North Carolina Procurement Manual](#)
- North Carolina Debarred Vendor: [NC Debarred Vendors | NC DOA](#)
- [System for Award Management | SAM.gov](#)
- [NC DOA Historically Underutilized Businesses \(HUB\) Office](#)
- [NCCU Basic Spending Guidelines by Fund Source](#)
- [Banner-Account-Codes.pdf](#)
- [NCCU Purchasing Card \(P-Card\) Manual](#)

b. Forms & Documents

- [Check Request Justification Form](#)
- [External Vendor Request Form](#)

- [Banner Access Form](#)
- [Formal Bid Request For Solicitation](#)

9. Document Revision History

| REVISION DATE | APPROVED BY | REVISION DETAILS |
|----------------|--|--|
| 2016 | Procurement | Established Document |
| July 2020 | James Tanzosch | Multiple Sections- Updated Process |
| September 2023 | Ashley Wages | Multiple Sections- Updated Process |
| December 2025 | Ashley Hill- Associate Procurement Director | <ul style="list-style-type: none"> • Forms & Documents Section • Websites & Resources • Check Requests • Honoria • Specific Procurements • Removed Appendix II • After the purchase section • Removed Consortium & Convenience Contracts • Removed Types of Formal Solicitations • Removed Procurement Forms |