

## SUBCHAPTER 5C - PURCHASING

### SECTION .0100 - INFORMAL VERBAL NEGOTIATIONS

- 19A NCAC 05C .0101 DISCRETIONARY LIMITATIONS**
- 19A NCAC 05C .0102 PROCEDURE**
- 19A NCAC 05C .0103 VENDOR SELECTION**

*History Note:* Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Repealed Eff. December 29, 1993.

### SECTION .0200 - INFORMAL WRITTEN NEGOTIATIONS

- 19A NCAC 05C .0201 LIMITATIONS**
- 19A NCAC 05C .0202 LETTER FORM**
- 19A NCAC 05C .0203 CONTENT OF FORM LETTER**
- 19A NCAC 05C .0204 VENDOR SELECTION**

*History Note:* Authority G.S. 143B-10(j); 136-28.1(b);  
Eff. July 1, 1978;  
Repealed Eff. December 29, 1993.

### SECTION .0300 - RENTAL OF OFFICE SPACE

- 19A NCAC 05C .0301 ADVERTISEMENT**
- 19A NCAC 05C .0302 PROPOSALS**
- 19A NCAC 05C .0303 COMPILATION AND TABULATION PROCEDURE**
- 19A NCAC 05C .0304 AWARDING PROCEDURE**

*History Note:* Authority G.S. 143B-10(j); 146-25.1;  
Eff. July 1, 1978;  
Repealed Eff. December 29, 1993.

### SECTION .0400 - EMERGENCY PROCUREMENTS

- 19A NCAC 05C .0401 PURPOSE**
- 19A NCAC 05C .0402 PROCEDURE**

*History Note:* Authority G.S. 143B-10(j); 136-28.1(e);  
Eff. July 1, 1978;  
Repealed Eff. December 29, 1993.

### SECTION .0500 - BLANKET ORDERING

- 19A NCAC 05C .0501 PURPOSE**

The purpose of blanket ordering shall be to provide a convenient manner of purchasing on a continuous, as needed, basis from one official written order. It shall provide a mutual understanding with a vendor that an indefinite quantity of items shall be obtained against this order for an indefinite period of time. Blanket orders shall be issued upon the discretion of the purchasing office as correlated to the supply and demand factors.

*History Note:* Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

### **19A NCAC 05C .0502 NEGOTIATION PROCEDURE**

A purchasing officer may make arrangements for the establishment of a blanket order with a vendor. The vendor shall agree to allow a DOT representative to obtain items from his stock upon request with the understanding that charges will be incurred periodically against a provided charge on the blanket order form.

*History Note: Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Amended Eff. December 29, 1993;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

### **19A NCAC 05C .0503 INVOICING**

Each vendor shall effect billing procedures on a periodical basis to cover those charges incurred against a given blanket order over a preceding given period. The vendor shall submit invoices in triplicate to the end user who shall in turn acknowledge validity and approval of same.

*History Note: Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Amended Eff. December 29, 1993;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

## **SECTION .0600 - SHIPPING INSTRUCTIONS**

### **19A NCAC 05C .0601 MARKINGS AND LABELS**

Each shipment to the Department shall be properly marked to the attention of the individual indicated on the purchase order form, plainly labeled with the respective order number and requisition number.

*History Note: Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Amended Eff. December 29, 1993;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

### **19A NCAC 05C .0602 SHIPMENT STATES SPECIFICS**

All shipments to the Department, unless indicated otherwise, shall be shipped prepaid. Shipments to the Department shall be refused if made on a C.O.D. basis.

*History Note: Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Amended Eff. December 29, 1993;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

### **19A NCAC 05C .0603 PACKING SLIPS: BILL OF LADING: SHIPPING MANIFEST**

Each shipment to the Department must be accompanied with a packing slip or bill of lading to provide shipment identity and content. Any notation of shortage shall be entered on this document with acknowledgement by the truck driver's signature.

*History Note: Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Amended Eff. December 29, 1993;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.*

## **SECTION .0700 - INVOICING PROCEDURE**

### **19A NCAC 05C .0701 INVOICE REQUIREMENTS**

Each invoice submitted to DOT shall be rendered in triplicate, reflecting the respective order number, requisition number, and terms of payment. Submission shall be directly to the DOT purchasing section. Each invoice submitted to DOT shall be accompanied by an original bill of lading when shipment is made by freight or express, a signed delivery receipt when

delivery is made by messenger or truck, or a statement of the fact if shipment made by UPS. Drafts or statement forms are non-acceptable.

*History Note:* Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Amended Eff. December 29, 1993;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

**19A NCAC 05C .0702 COMPUTED DISCOUNTS**

Time, in connection with discount offered, shall be computed from date of delivery of supplies or materials to carrier when final inspection and acceptance are at the point of origin or from date of delivery at destination when final inspection and acceptance are at those points, or from date final correct invoice is received on complete order if latter is later than the date of delivery.

*History Note:* Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.

**19A NCAC 05C .0703 REMITTANCE: REPORT CONTINGENCY**

Remittance of payment for invoice received shall be contingent on a report submitted by the end user declaring total receipt and satisfaction of delivery. Until this acknowledgement is provided, payment procedures will not be undertaken.

*History Note:* Authority G.S. 143B-10(j);  
Eff. July 1, 1978;  
Amended Eff. December 29, 1993;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 24, 2015.