



**MEMORANDUM FROM
BUSINESS SERVICES**

DATE: August 1, 2020
TO: Full Distribution
FROM: Ted Gonzalez, Associate Deputy Chancellor, Business Services *TG*
SUBJECT: Purchasing for Fiscal Year 2020-2021

The following information is being provided to assist you and your staff in the acquisition of goods and services for Fiscal Year 2020-2021.

1. A PURCHASE ORDER FOR GOODS AND SERVICES MUST BE APPROVED BEFORE ALL GOODS OR SERVICES ARE ORDERED AND/OR RECEIVED. Goods and/or services not properly pre-approved (purchase order) will be the financial responsibility of the person ordering these goods/services. Once the items on your Purchase Order is received make sure to send an email to Shipping & Receiving at Shipping.Receiving@ctcd.edu letting them know all items have been received with no damage and they can accept the Purchase Order.
2. Gift cards purchased and issued as awards and/or for drawings must be accounted for using the College's Gift Card Purchase Form. This form must be submitted to Accounts Payable as supporting documentation to issue payment along with a college credit card authorization form if applicable.
3. Perry's Office Supply is the approved vendor for office supplies, to include office equipment (excluding items listed in Item 4 below). Blanket purchase orders (BPO's) may be initiated for most items; however, fixed assets (items that cost \$1,000 or more) and sensitive items, such as cameras, audio visual items, etc., require a separate purchase order. **Please be reminded that the purpose of the BPO is to reduce the number of requests processed for repetitive or scheduled requirements.**
4. All purchases for software, information technology equipment, and communications equipment, i.e., computers, printers, scanners, fax machines, etc., must be coordinated with the Information Technology Division. All requests for such items must be submitted using the software and equipment request form on the CTC Information Technology webpage. Requests for color printers must have pre-approval by the Deputy Chancellor for Finance and Administration.

5. Krueger International (KI) is the approved furniture vendor. The Purchasing Department is available to assist you with your furniture selection and purchase. This includes but is not limited to chairs, desks, tables, file cabinets, etc. Exceptions to this requirement must be pre-approved by the Deputy Chancellor for Finance and Administration.
6. Great Western Dining holds the exclusive contract for the College's food service operation. Requisitions to Great Western Dining for college sponsored events must be initiated and processed three days prior to the scheduled event. Requisitions must include the following information in the "printed comments" section: a) filename; b) control number; c) event date; d) event time; e) event location; and f) department POC information.
7. Purchases requiring pre-payment or a partial payment of items should be annotated accordingly within the requisition. This may be accomplished by adding the phrase *prepayment required* in the "line item description" and *please issue check* in the "printed comments" section of the requisition. Pre- and partial payments are not normally authorized and must be pre-approved by the Deputy Chancellor for Finance and Administration.
8. If a PO is to be faxed or emailed to the vendor versus being mailed via United States Postal Service, annotate this instruction in the "printed comments" section of the requisition. Please verify the fax number for prior to completing the requisition. The Purchasing Department will fax the PO and stamp it accordingly.
9. Procedural guidelines for single item purchases or multiple purchases within a single category in the aggregate for the current fiscal year with a dollar value of \$10,000 or more are as follows:
 - a. \$10,000-\$49,999.99 requires three quotes. Quotes must be obtained using the CTC E-bidding system and annotated in the comments section of the requisition.
 - b. \$50,000 or more requires a formal solicitation (or use of an existing cooperative contract) and is subject to Board approval. The Board normally meets every fourth Tuesday of the month; therefore, plan accordingly to allow the Purchasing Department ample time (approximately four to five weeks from the date the solicitation is finalized) to complete the procurement process.

- c. Sole source items (items that are only available from one vendor) require written justification and approval in accordance with Materials Management Policy No. 120. Please note that if a sole source purchase is \$50,000 or more, it is subject to Board approval; therefore, plan accordingly. (See item 9.b above)
10. Emergency purchases are exempt from the competitive bid requirement as outlined in Item 6; however, understand that an emergency purchase results from eminent threat to the health, safety, or welfare of students. A purchase is also considered to be an emergency if existing equipment is destroyed or damaged preventing or substantially impairing the conduct of classes or other essential school activities. **Please note that while an emergency purchase is not subject to the competitive bid requirement, this type purchase must be pre-approved by the Chancellor and subsequently approved by the Board of Trustees (if the purchase meets the \$50,000 threshold).**
11. College issued credit cards are used to expedite the procurement of goods and services without circumventing College purchasing policies and State procurement guidelines. However, in order to obtain proper authorization for the purchase, a PO must be issued to the credit card provider prior to the credit card transaction. The individual whose name appears on the credit card is responsible for ensuring that the College receives goods and services purchased with the card. (See Materials Management Policy No.100 to review this item in its entirety.) This individual is also responsible for ensuring the proper paperwork is sent to Accounts Payable in a timely manner. Failure to do so will result in loss of credit card privileges.
12. Vendors must complete and return an IRS Form W-9 and Suspension and/or Debarment Certificate to the Purchasing Department **before** the vendor is placed in Colleague. Departments are responsible for providing the Purchasing Department with the required vendor contact information. (See Materials Management Policy No.105 to review this item in its entirety.)
13. An update has been made to Purchasing Policy No. 100 Section XV (D), Restrictions on Certain Purchases. The update is as follows:

“Purchases from Sponsored Project Funds (e.g. Carl Perkins) will be made in accordance with District purchasing procedures, unless the governing document specifies alternate procedures. It is the responsibility of the Project Director to be aware of any special purchase limitations or requirements applicable to a particular sponsored project and ensure that they are met.”

Regarding the College's purchasing policies and procedures, the above items are not all inclusive; therefore, it is the responsibility of the department to become familiar with the policies to ensure compliance and timely receipt of goods and services. All purchasing policies are provided on the CTC website at the following link:

<http://www.ctcd.edu/about-ctc/purchasing/policies-and-procedures/>

If you have any questions, please contact Shae Byrd, Purchasing Department Supervisor, at Ext. 1203 or sbyrd@ctcd.edu or Mrs. Tammy Holloway at Ext. 1668 or via email at tammy.holloway@ctcd.edu

Thank you.