

PURCHASING MADE SIMPLE

WELCOME to the world of Purchasing! Every day, we need to buy goods and services to help us do our jobs at Mt. SAC. This handbook was created to help you understand the basic rules of purchasing so you can get what you want when you want it.

Of course, there are exceptions to every rule and sometimes buying something is more complicated – but if what you want to do is not in this book, contact your in-house Purchasing experts at Ext. 4245.

Table of Contents

1. Purchasing Staff	2
• Commodity List by Buyer	3
2. Rules to Remember	4
3. The Basic Process	6
4. How to Fill Out Your Requisition	8
5. Special Situations	9
• Emergencies	9
• Equipment Repairs	9
• Independent Contractors	10
• Standing Orders.....	11
• College Procurement Card	11
• Personal Reimbursements	12
• Single / Sole Source (only one vendor)	12
6. Deliveries	13
7. Stores Stock	14
8. Fixed Assets & Surplus	15
9. Using School Dudes for Moving Furniture/Equipment ...	16

PURCHASING STAFF

Purchasing and Warehouse staff work together to process your orders. Our contact info is:

Purchasing Phone:	Ext. 4245
Purchasing FAX:	Ext. 2025 or (909) 274-2025
Warehouse Phone:	Ext. 4870
Warehouse FAX:	Ext. 2935

PURCHASING DIRECTOR:	Teresa Patterson	5512
-----------------------------	-------------------------	-------------

PURCHASING STAFF:

Procurement Specialist	Rondell Schroeder	5511
Procurement Specialist	Tiffany Chen	5514
Senior Buyer	April Landry	5510
Buyer	Sandi Horn	5509
Buyer	Connie Madarang	5521

WAREHOUSE DIRECTOR:	Gary Nellesen	4850
----------------------------	----------------------	-------------

WAREHOUSE STAFF:

Coordinator	Vacant	5800
Warehouse Worker I	Hector Gonzalez	4870
Warehouse Worker I	Briam Ruiz	4870
Warehouse Worker II	Susan Gutierrez	4870

Which Buyer can best help you? All of our staff are more than happy to help, but each is an expert in certain areas. Check out the ***Buyer Commodity List*** on the next page.

COMMODITY LIST BY BUYER

(Commodities include equipment, supplies, service, and repairs)

APRIL – Ext. 5510

Appliances,
Air Conditioning (instructional),
Aeronautics, Air Conditioning
(instructional), Catering/Food, Copiers &
Scantrons, Fuel, Furniture, Fees
(legal/hotel, etc.), Independent
Contractors, Leases/Rentals, Staffing
Services, Subscriptions/Memberships,
Transportation Services

RONDELL – Ext. 5511

Advertising (Legal), Construction Projects
(\$60,000 and over), Construction Related
Services, Hazmat/Inspection Services,
Legal Fees, Purchase of Autos/Trucks,
Modular Buildings, Property Leases,
P-card Functions

SANDI – Ext. 5509

Agriculture, Architecture & Design,
Athletics, Biology, Chemistry,
Construction (<\$59,999), Custodial,
Drafting, Earth Sciences, Facilities/
Maintenance, Fire Tech, Health Serv,
Manufacturing/Welding, Math,
Photography, Physics, Planetarium,
Radiology, Respiratory Therapy,
Safety/Security

TIFFANY – Ext. 5514

Advertising (Legal), Purchase of
Audio/Visual Equipment and Supplies,
Architectural/Engineering fees,
Construction Projects (\$60,000 and over),
Construction Related Services, P-Card
Functions

CONNIE – Ext. 5521

Advertising/Marketing (Non-Legal),
Art, Books/Videos/DVDs, Business Cards, Child Development,
Communications, Computer Hardware/Software,
Insurance, Laundry Services,
Mailing/Postage, Music, Office Equipment/Supplies, Parking, Printing, Signs/Banners,
Trophies/Awards

RULES TO REMEMBER

Because we use government money to pay for everything we buy, we are subject to federal and state regulations that govern what and how we do our buying.

1. Under law, our Board of Trustees has the sole authority for all purchases – and, with few exceptions, it has delegated that authority to Purchasing.
2. **Unauthorized Purchases.** Purchasing places your order – you are not allowed to place an order with a vendor and send a “confirming” requisition to Purchasing.
 - You may be personally responsible for paying the vendor if you commit the College to any purchase or service obligation without going through Purchasing.
3. **Conflict of Interest.** The College is not allowed to purchase from any company in which an employee has direct or indirect ownership. It is considered a conflict of interest if a College employee will financially benefit in any way.
4. **Bid Splitting.** You are not allowed to split up big orders into smaller ones to avoid bid thresholds (see cost guidelines in The Basic Process section).
 - In addition to being illegal, the Accounting Department or the auditor could stop payment to the vendor – which is not fair to the vendor since they contracted with us in good faith.
5. **Deposits** are allowed only after receiving prior approval from the Board of Trustees.
6. **Lottery Funds** may only be used to buy instructional books, supplies and software but cannot be used to purchase equipment.
7. **Gift Purchases** are not allowed with District funds.

8. **Alcohol** purchases are never allowed except for denatured alcohol for instructional use in laboratories.
9. **Original Invoices** should be sent directly from the vendor to Accounts Payable and payment warrants will be mailed directly to the vendor.

These rules help define **Purchasing's role** in the Mt. SAC organization. Our mission is to support the educational process by:

- Purchasing what you want when you need it;
- Giving you the best value for the money spent;
- Making sure our purchases are done legally and ethically; and
- Maximizing competition from suppliers

THE BASIC PROCESS

The basic purchasing process is as follows, no matter the size of your order:

1. You identify what you want to buy.
2. You verify your budget has sufficient funds in the account to pay for the purchase. If sufficient funds are not available, initiate an appropriation transfer and track it through Banner before proceeding to the next step.
3. You create a requisition in Banner.
4. You submit the requisition for approval.
5. You submit Requisition Cover Sheet, quote, Board Item, and any other supporting documents to Purchasing.
6. You track the requisition status through approvals, contacting approvers as needed.
7. Purchasing creates the Purchase Order, places the order, and forwards the paperwork to Accounts Payable.
8. Warehouse receives goods and delivers to you. (NOTE: for Open Orders you must check each item received on the delivery slip and have your Manager sign the vendor invoice accepting delivery of and authorizing payment for those items.)
9. Accounts Payable pays the invoice.

When It Costs This Much.....

Proof of competitive pricing is required for all purchases over \$10,000 (including labor, taxes, and shipping).

In the chart below, the columns headed **Supplies & Equipment** and **Services** apply to all departments, while the **Construction Contractor Services** column applies only to the Facilities Planning and Management Department.

* Each year, the State may adjust the bid limit amount.

Supplies & Equipment	Services	Construction Contractor Services	Required Documentation
Under \$10,000	N/A	Under \$25,000	Telephone, verbal, written quotes or a vendor price list. (Construction Services requires written quote/s)
\$10,000 - \$96,699	Up to \$96,700	\$25,000 - \$59,999	Three (3) written quotes on vendors' letterhead. <u>Services:</u> Contract Agreement and Board Approval for all orders. <u>Construction:</u> A <i>Field Service Agreement</i> for all orders and <i>Payment/Performance Bonds</i> for all orders over \$25,000.
N/A	N/A	\$60,000-\$199,999	Informal bid process: Specifications prepared, notice for informal sealed bids issued, evaluation and selection of lowest responsive & responsible bid, then contract and P. O. issued.
\$96,700* or more	\$96,700* or more	\$200,000 or more	Formal bid process: Advertising placed calling for sealed bids, formal bid issued, evaluation and Board approval of lowest responsive & responsible bid, then contract and P.O. issued.

Formal bidding can take 2 – 3 months and requires Board approval. The sooner you contact your Buyer, the better they can help you get quotes and manage the formal bid process for you.

HOW TO CREATE A REQUISITION

Requisitions need to be done using Banner. Follow the steps outlined in the “[Purchasing Banner Guide 2018](#)”. It must be complete including the correct account code (FOAP) information. See the following special notes:

1. Be sure to tell us when you need it – next week, next month, next semester???
2. Submit and ensure that all required Approvals for your department/division are obtained. See “[Exhibit A, Purchasing Requirements](#)” for further information.
Also remember:
 - All orders over \$5,000 – Vice President
 - All computer/technology-related orders over \$200 – IT Department
3. If you received a verbal price quote, list the sales rep and the date in the Document Text. (Include copies of your written quotes with your Requisition Back-up Documentation and send to Purchasing.)
4. For items requiring Board approval, include the Board approval date in the document text.
5. **Always** use the correct Commodity Code, **then** list additional information in the following order: manufacturer, make/model, size, color, vendor’s catalog no., and/or period of service. For equipment purchases, reference the *Guide to Equipment Purchases*.
6. The Purchase Order is a contract with the vendor. Any changes to that contract must be issued by Purchasing in writing in the form of a Change Order.

SPECIAL SITUATIONS

Much of what we buy follows normal guidelines, but there are a few special situations that require additional attention. If you need help with one of these special purchases or if yours is not one of the following, **call your Buyer** for further assistance!

Emergencies

An emergency is defined as:

- a sudden, unforeseen event that disrupts classroom activity
- an unplanned condition that could pose a risk to persons or property
- *Remember: Lack of planning is NOT an emergency.*

Contact Purchasing Department, ext. 4245 and be prepared to explain the nature of the emergency and exactly what you need to remedy it.

Equipment Repairs

If your office equipment breaks down, for assistance see the Table below. Be prepared to give the following information: Make, model, serial number, and a description of the problem.

ITEM	CONTACT	CONTACT NUMBER
Computer	IT Help Desk	4357
Copier	Maintenance Provider	See info. Tag on copier or call April Landry ext. 5510 for assistance
Equipment (classroom)	April Landry	5510 or alandry@mtsac.edu
Furniture	April Landry	5510 or alandry@mtsac.edu
Phones	IT Help Desk	4357
Printer	IT Help Desk	4357
Typewriter and small Office Machines	Sandi Horn	5509 or shorn@mtsac.edu
Building Repairs (Lighting, A/C, plumbing, etc.)	Maintenance Dept.	4850

Independent Contractor

Independent contractors are engaged in separately established bona fide businesses, but are operating as an individual/sole proprietor using a Social Security Number and do not have an Employer's Tax ID number. They perform services for other clients and are hired to come to Mt. SAC to perform a specific, one-time task. They have the right to control the manner of performance of their services and set their own hours. The results of the work and not the means by which it is accomplished is the primary factor. Independent Contractors have an investment in tools and facilities used for their business.

An Independent Contractor provides one-time professional services or short-term professional services for maintenance or repairs.

Examples of one-time Professional Services:

- Guest lecturer for a class
- Presenter for a POD workshop
- Costume or lighting specialist for theater production

Examples of short-term Professional Services:

- Piano tuning and maintenance at various times throughout the year

Requirements:

- Get a proposal from your Independent Contractor which describes the services he/she will provide, the date(s) of service, and the price.
- Complete an "[Independent Contractor Agreement](#)" with proposal attached, signed by the Independent Contractor and your Vice President.
- If this is the first time the Independent Contractor is providing a service for Mt. SAC, the Independent Contractor must complete a "[W-9](#)" using their personal social security number as their tax identification.
- Requires Board approval, with the agenda prepared and submitted by your department/division.
- Once Board approval is received, enter a Requisition in Banner and submit original Agreement, proposal, Board Agenda Item, along with an invoice to Purchasing.

Standing Orders

Purchasing can set up a “Standing Order” for you when you have small purchases of office supplies or emergency supplies with a vendor, or if a purchase requires routine multiple payments throughout the year.

Examples:

- \$2,000 with ABC Electric for electrical supplies for Maintenance
- \$2,000 with Stater Bros. for food supplies for Child Care
- \$2,400 with Office Max for office supplies

Requirements:

- Must list manager authorized to approve and staff authorized to use this order in the document text of your requisition.
- Must state that the maximum a user can spend is \$499 on any single item. Individual items in excess of \$500 must be ordered separately, so that a fixed asset tag can be created, if applicable.
- Manager must sign off on delivery slips acknowledging receipt of goods, original invoices for payment and send original to Accounts Payable.
- Cannot be used for major equipment or tools costing more than \$500.

College Procurement Card Purchases

Purchasing can place an order for you using a College Procurement Card whenever a selling vendor will not accept a College Purchase Order for placement of the order. When this situation occurs, follow the procedure outlined in the addendum to the “Requisition Training Handbook” to prepare a requisition specifying “VISA” in the Requisition Comment Field.

Examples:

- \$90 with Amazon.com for a American History classroom DVD
- \$350 with Best Deal Software for computer software license for Child Care

Requirements:

- Must be for an amount not exceeding \$5,000.
- Each item ordered must be listed separately as an item on the requisition.
- All deliveries will be sent to the Warehouse where it will be received and forwarded to the ordering department on campus.
- This process can be used to purchase equipment, when needed.

Personal Reimbursements

You may make small purchases for the College using personal monies and be reimbursed under the following conditions:

Examples:

- Purchase a book at a conference
- Special project supplies for a class project
- Purchase from a vendor who does not take purchase orders

Requirements:

- Must be **authorized in advance** by your manager and the Purchasing Director. If not, you may be liable for your purchase.
- Limited to less than \$500, unless otherwise authorized by Purchasing Director, or the Associate Vice President of Fiscal Services.
- Should **never** include equipment items (i.e. computer / printer) over \$500.
- Complete a Payment Reimbursement Form (form on-line). Submit to Fiscal Services with original invoice and/or receipt showing proof of purchase/payment, and packing slip. Must include the reason for an event, the event date, attendees and any other applicable detailed support.

Single or Sole Source Vendor

Sometimes, there is only one source for that expensive item (over \$10,000) you need – it is unique and/or proprietary to that vendor.

Examples:

- **Single Source** – Zeiss Star Projector: only projector that meets our needs, although there are many star projectors and manufacturers.
- **Sole Source** – TracDat software for PIE & SLO/AUO process: this is the only software of its kind and it is proprietary to Nuventive LLP.

Requirements

- Contact your Buyer as soon as you decide what you want.
- Provide a Memo to Purchasing, which lists the technical reasons how and why this product is the only one that can meet your needs.
- If the product is proprietary, provide a letter stating such from the vendor.

WAREHOUSE

DELIVERIES

Per Board Policy 6330, all goods shall be shipped to the Warehouse, where they are checked against your purchase order, and then delivered to you on your department's scheduled delivery day. The following are exceptions:

Direct Delivery

Sometimes large items – like furniture or copiers – may be delivered directly to your department from the vendor.

- If everything is okay, sign and date the Packing Slip that comes with your order, and **send it to the Warehouse** so they can complete the paperwork.
- If there is a problem, do not sign off on the delivery and **call your Buyer** immediately.

College Pick-ups (“Will Call”)

Occasionally, you may need to pick up your order directly from the vendor.

- Note “College Pick-up” on your requisition.
- After you pick up the item, **send the itemized receipt to Accounts Payable.**

Typical Delivery Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Art Complex 2 Performing Art 3 Gym 4 Administration 6 LTC	7 Science 8 Campus Café 10 Founders Hall 11 Science 9A-D Student Svc 9E Child Dev 46 PE Offices 67 Health	12 Ag Sciences 12A Foundation Off. 13-19 Row Bldg 21 23 IT	20 26A, B & D 27 PE/Wellness 28 Tech&Health 29 60 Science Lab 69 AIRC/Weld	Hort. Unit 30 CalWorks 35 RHORC 47 Maintenance 50G PE 61 Natural Sc./ Math 66 Language Ctr

Note: Delivery Schedules are subject to change due to facilities relocations.

You are always welcome to come down to the Warehouse between 8:00 – 3:30 to pick up your order if you cannot wait for your scheduled delivery. Call the Warehouse at Ext. 4870 in advance and give them your P.O. number.

Overnight / Next Day Delivery:

If a package is shipped overnight or next day to the Warehouse, it is delivered to you the same day it is received.

Late or No Delivery:

Most vendors ship within 2 – 10 days after they receive an order. Depending on where they are shipping from, it could take another 2 – 10 days to get here. So, you should get your order within 5 to 30 days after you receive the copy of your purchase order, confirming that your order has been placed.

If your order is late, **call your Buyer** so they can find out why there is a delay and when you can expect it. (They will need your requisition or P.O. number)

Returns

Once your order is delivered to you, sometimes you find that you ordered the wrong thing, or it is broken and does not work. If you need to return it, **call the Warehouse** at Ext. 4870.

- Be prepared to say what is wrong or what you really wanted to order
- Provide your requisition and/or P.O. number

STORES STOCK

The Warehouse stocks basic office, classroom, paper and custodial supplies for use by the entire campus – at no charge to your department's budget.

- A list of items and the order forms can be found on the Mt. SAC website on the Administrative Forms page under Purchasing Forms – just mark what you want, and send it to the Warehouse via campus mail or FAX at 2935
- Your order will be delivered on your next scheduled delivery day.
- Please order on an as-needed basis – stockpiling large quantities is not permitted.

FIXED ASSETS

Fixed Assets refer to every piece of equipment and furniture owned by the College. For the most part, only items costing more than \$1,000 are tagged by the Warehouse and tracked by Purchasing in order to keep accurate records about the equipment and furniture owned by the College

Requirements

- Notify the Warehouse if your item is a Direct Delivery or a Will Call.
- Review and update inventory records that Purchasing will send to you from time to time.
- The Guide to Equipment Purchases provides more information about the process of acquiring fixed assets using Banner.

SURPLUS

Any equipment or furniture that you no longer need, or that is broken beyond repair, must be properly disposed. After determining there is no other need for the item on campus, the College uses three ways to dispose of surplus items:

- Donation to another educational institution or non-profit agency.
- Bulk sales through a liquidator auction firm.
- Online Auction through a liquidator auction firm.

Requirements:

- Contact the Warehouse to arrange for pick-up and removal by creating a School Dudes Work Order (*see next page*).
- Tag your item(s) if it is still working.
- Tag your item(s) if anyone is interested in having it donated.
- **Donations** require a letter from the interested party confirming their non-profit status as well as Board approval. Contact Rondell Schroeder @ Ext. 5511 for further information.

USING SCHOOL DUDES FOR MOVING FURNITURE/EQUIPMENT

The Warehouse staff provides limited relocation services for the following:

- Moving furniture/equipment in a single office
- Moving furniture/equipment in a single classroom
- Setting up furniture for disabled students each semester (in conjunction with DSPS)
- Removing surplus equipment and furniture to the Warehouse for disposal

To schedule a move or removal by Warehouse staff, you must access the **School Dudes Work Order System**, as follows:

1. Access School Dudes:
 - You must be an AUTHORIZED USER TO ACCESS SCHOOLDUDE
 - Go to <https://www.myschoolbuilding.com> and log in.
2. Complete all required fields in Step 1 and 2.
3. When you get to Step 3, click on **Warehouse**.
4. Complete remaining Steps 4-8 and click submit.

The Warehouse will contact you via e-mail or phone to set up a time for the work to be done.

NOTE: These moves are limited to a single classroom or office. Relocating multiple rooms and/or buildings is done by professional movers. Contact our **Facilities Department** at **Ext. 4850** to schedule a big move.