

**UPLOAD REQUIRED DOCUMENTS INTO ONBASE PRIOR TO SUBMITTING YOUR REQ FOR APPROVALS**

*This document includes hyperlinks (in blue) for reference*

**ONBASE REQUIRED SUPPORTING DOCUMENTS FOR DOLLAR AMOUNT OF REQ OR AGREEMENT (IF APPLICABLE)**

\$ Amount	\$1-\$999	\$1,000-\$14,999 (excludes Standing PO's)	\$15,000-\$25,000	>\$25,000-\$119,099	\$119,100 <sup>1</sup> or more (or purchased w/ Formal Bid)
<b>OnBase:</b>	<input type="checkbox"/> Nothing; <input type="checkbox"/> 1 quote optional (reference quote # in Doc Text; <b>Shopping carts are not a valid quote</b> )	<input type="checkbox"/> 1 quote (reference quote # in Doc Text; <b>Shopping carts are not a valid quote</b> )	One of the following: <input type="checkbox"/> 3 Quotes* (reference quote # in Doc Text; <b>Shopping carts are not a valid quote</b> ) <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Single Source <sup>2</sup> <input type="checkbox"/> Legal Authority in Doc Text	One of the following: <input type="checkbox"/> 3 Quotes* (reference quote # in Doc Text; <b>Shopping carts are not a valid quote</b> ) <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Single/Sole Source <sup>2</sup> <input type="checkbox"/> Legal Authority in Doc Text	One of the following: <input type="checkbox"/> Formal Bid Process <sup>2</sup> <input type="checkbox"/> Approved Board Comm. <input type="checkbox"/> Proof of Bid Ad <input type="checkbox"/> Fully-Executed Agreement <input type="checkbox"/> Bid # noted in Doc Text <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Sole Source & Resolution <sup>2</sup> <input type="checkbox"/> Legal Authority in Doc Text
<p><i>*Requester may choose vendor w/in AVC's <a href="#">District Boundary Map</a>, so long as the quote is not greater than 25% of the lowest quote</i></p>					

**ONBASE REQUIRED SUPPORTING DOCUMENTS, APPROVALS & INFORMATION FOR PURCHASE/AGREEMENT TYPE**

*\*\*Agreement, COI & Endorsements, and Approved Board Communication may also be required depending on the type of purchase\*\**

W9	<a href="#">Freight/Large Deliveries</a>	<a href="#">Commodity Description</a>	<a href="#">Kits</a>	<a href="#">Business Cards</a>	<a href="#">New Vendors</a>
Current Yr W-9 for Acct Codes: <input type="checkbox"/> 51XX <input type="checkbox"/> 56XX <input type="checkbox"/> 5550 <input type="checkbox"/> 5700-5730 <input type="checkbox"/> 5560 <input type="checkbox"/> 5810-5830 <input type="checkbox"/> 5570 <input type="checkbox"/> 5860-5862	<input type="checkbox"/> Email Notice to Warehouse for deliveries ≥4,000 lbs	<input type="checkbox"/> Item/MFG # (as applicable) followed by detailed commodity description. <input type="checkbox"/> Only use visible keyboard characters	<input type="checkbox"/> If kit contents are packaged and/or shipped individually, provide a detailed breakdown of all kit components in the item text of the REQ.	Minuteman Press <input type="checkbox"/> Business Card Order Form ( <a href="#">Form Link</a> )	Not in Banner <input type="checkbox"/> Current Year W9 ( <a href="#">Current IRS W9 form</a> ) <input type="checkbox"/> Vendor name, email & phone # in doc text
<b>Services Provided by Vendor</b> Service, Install, Repair, etc. <input type="checkbox"/> Doc Text: <input type="checkbox"/> Term for Agmt & term for REQ \$ <input type="checkbox"/> Previous PO#s if multiyear agmt with a total NTE \$ <input type="checkbox"/> Agmt & Amend. w/Signature Audit Report <input type="checkbox"/> Insurance (as required per agreement) <input type="checkbox"/> Approved board agenda for >\$25K agreements or >\$25K proposal under master agmt <input type="checkbox"/> Add'l docs may also be required (Bonds,PWC-100, etc.)	<b>Standing (Open) POs</b> <input type="checkbox"/> "Standing PO" in Desc. <input type="checkbox"/> Doc Text: <input type="checkbox"/> Description of items <input type="checkbox"/> Authorized Users <input type="checkbox"/> Delivery date 6/30/20XX <input type="checkbox"/> P/V Card Agmt on file for each Authorized User ( <a href="#">form link</a> ) <input type="checkbox"/> <b>Requesters are solely responsible for tracking expenses and must not exceed the approved amount.</b>  <b>If Virtual Card, see requirements</b>	<b>Additional Approvals</b> <b>Food Related Purchases</b> Catering, Food Trucks, etc. <input type="checkbox"/> Approval from Auxiliary Svcs <input type="checkbox"/> Program/Event Food Justification Form ( <a href="#">form link</a> ) <b>Facilities Related Purchases<sup>3</sup></b> Furniture, Install, Equip, Repair, etc. <input type="checkbox"/> Approval from Facilities <b>IT Related Purchases<sup>3</sup></b> Websites, Software, IT Equip, etc. <input type="checkbox"/> Approval from ITS <b>Marketing Related Purchases</b> Imprinting, Advertising, AVC Logo Use, etc. <input type="checkbox"/> Approval from Marketing	<b>Piggyback Agreement</b> <input type="checkbox"/> Agreement noted in Doc Text <input type="checkbox"/> Quote Referencing Piggyback (excludes Standing POs) <input type="checkbox"/> Approved Board Comm. for Agreement <input type="checkbox"/> If \$119,100 +, Approved Board Comm. for quote/proposal  <b>DO NOT UPLOAD PIGGYBACK AGREEMENT</b>	<b>Virtual CC</b> (not allowable for 5XXX Accts) <input type="checkbox"/> Standing PO <input type="checkbox"/> Doc Text: <input type="checkbox"/> Vendor name <input type="checkbox"/> Desc. of items <input type="checkbox"/> # of Transactions <input type="checkbox"/> Purchase date range <input type="checkbox"/> Authorized users <input type="checkbox"/> Current Year W9 (excludes national chains) <input type="checkbox"/> P/V Card Agmt on file ( <a href="#">form link</a> ) <input type="checkbox"/> Order conf. sent to: <a href="mailto:accounts_payable@avc.edu">accounts_payable@avc.edu</a> <a href="mailto:purchasing@avc.edu">purchasing@avc.edu</a> <a href="mailto:warehouse@avc.edu">warehouse@avc.edu</a>	<b>International Vendors</b> <input type="checkbox"/> Selection justification <input type="checkbox"/> Credit Card Payment (see Virtual CC requirements) <input type="checkbox"/> Clear & fair shipping & return policies <input type="checkbox"/> Positive reviews <input type="checkbox"/> Vendor email & phone <input type="checkbox"/> Current year W8/W9

<sup>1</sup> Bid threshold as of 1/1/2026 - subject to annual adjustment by the CCC Chancellor's Office.

<sup>2</sup> Contact Purchasing prior to procuring goods & services. Formal Bid Process & Sole Source Resolution takes ~8-12 Weeks.

<sup>3</sup> Requester is responsible for contacting ITS. If software, also include info noted in "Services Provided by Vendor" section.

### MINIMUM REQUIRED APPROVALS\*

*If the request is for categorical, restricted or grant-funded program, the appropriate program manager will also approve the request.*

\$ Amount	\$1-\$999	\$1,000-\$4,999	\$5,000-\$25,000	>\$25,000-\$119,099	\$119,100 or more (or purchased w/ Formal Bid)
<b>Approvals:</b>	<input type="checkbox"/> Dean/Director/Ex. Director	<input type="checkbox"/> Dean/Director/Ex. Director <input type="checkbox"/> Department VP	<input type="checkbox"/> Dean/Director/Ex. Director <input type="checkbox"/> Department VP <input type="checkbox"/> Dir. Finance/Fiscal <input type="checkbox"/> VP Administrative Services	<input type="checkbox"/> Dean/Director/Ex. Director <input type="checkbox"/> Department VP <input type="checkbox"/> Dir. Finance/Fiscal <input type="checkbox"/> VP Administrative Services <input type="checkbox"/> President <input type="checkbox"/> Board of Trustees <small>(PO held for board approval unless approved agenda item in Onbase)</small>	<input type="checkbox"/> Dean/Director/Ex. Director <input type="checkbox"/> Department VP <input type="checkbox"/> Dir. Finance/Fiscal <input type="checkbox"/> VP Administrative Services <input type="checkbox"/> President <input type="checkbox"/> Board of Trustees <small>(PO held for board approval unless approved agenda item in Onbase)</small>

\* See section "Required Supporting Documents, Approvals & Information For Purchase/Agreement Type" for approvals based on purchase/agreement type.

NOTE: This Checklist is provided as a guideline. Under special circumstances, additional documentation may or may not be requested by the Business Services Area. See the Purchasing Website for additional details, <https://www.avc.edu/purchasing-and-contracts>

**Invoices, Proof of Receipt, and "ok to pay" authorization are required for payment. Please submit to [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu). Accounts Payable may also require additional documentation for payment, such as flyer/agenda for event related payments.**

**Please notify PACS for all urgent Requisitions; Requisitions can take ~1-2 weeks to process into a PO once completed for approvals.**

#### REMINDERS:

Purchasing Guidelines & Processes for specific purchase types can be found on the Purchasing Department's website: <https://www.avc.edu/purchasing-and-contracts>

- Purchasing will review quotes to ensure fair & competitive pricing. If quotes are not considered reasonable, additional information may be required from Requester.
- Requesters cannot place orders or obtain services prior to a Purchase Order (PO) being issued by the Purchasing and Contract Services Department (PACS).
- Quotes must be obtained by the Requester. PACS may assist if there is adequate lead time (2 weeks recommended).
- For purchases ≥\$119,100, contact PACS to schedule a meeting to coordinate formal bid request. Note: Formal bids may take ~8-12 weeks
- Timeline from Requisition > Approvals > Purchase Order = ~2-3 weeks, with receipt of completed supporting documentation via OnBase.
- Purchases are subject, but not limited to, the following:
  - [PCC §20651, et. seq.](#) – Formal Bidding
  - [EDC §81656](#) – Delegation
  - [PCC §20657](#) – Split Bidding
  - [BP 6330](#) & [AP 6330](#) – Purchasing
  - [BP 6340](#) & [AP 6340](#) – Bids & Contracts
  - [BP 6380](#) & [AP 6380](#) - Vendors
  - [AP 6370](#) – Contracts, Personal Services