

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-\$114,499	\$114,500 ¹ or more (or purchased w/ Formal Bid)
OnBase:	<input type="checkbox"/> Nothing; 1 quote optional (reference quote # in Doc Text; Shopping carts are not a valid quote)	<input type="checkbox"/> 1 quote (reference quote # in Doc Text; Shopping carts are not a valid quote)	One of the following: <input type="checkbox"/> 3 Quotes* (reference quote # in Doc Text; Shopping carts are not a valid quote) <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Single Source ² <input type="checkbox"/> Legal Authority in Doc Text	One of the following: <input type="checkbox"/> 3 Quotes* (reference quote # in Doc Text; Shopping carts are not a valid quote) <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Single/Sole Source ² <input type="checkbox"/> Legal Authority in Doc Text	One of the following: <input type="checkbox"/> Formal Bid Process ² <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 ² <input type="checkbox"/> Legal Authority in Doc Text
*Requester may choose vendor w/in AVC's service area , so long as the quote is not greater than 25% of the lowest quote obtained.					

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					
Food Related Purchases Catering, Food Trucks, etc. <input type="checkbox"/> Approval from Auxiliary Services	Facilities Related Purchases³ Furniture, Install, Equip, etc. <input type="checkbox"/> Approval from Facilities <input type="checkbox"/> Email Notice to Warehouse for deliveries ≥4,000 lbs	IT Related Purchases⁴ Websites, Software, etc. <input type="checkbox"/> Approval from ITS If software, include info under Doc Text section of Services Provided by Vendor	Marketing Related Purchases Floor Signs Holders, Imprint, Advertising, etc. <input type="checkbox"/> Approval from Marketing	Business Cards Minuteman Press <input type="checkbox"/> Business Card Order Form	New Vendors Not in Banner <input type="checkbox"/> Current Year W9 (IRS 2024 form) <input type="checkbox"/> Vendor name, email & phone # in doc text
Services Provided by Vendor Service, Install, Repair, etc. <input type="checkbox"/> Doc Text: <input type="checkbox"/> Term for REQ \$; or <input type="checkbox"/> Term & Cost breakout for multiyear agreements <input type="checkbox"/> Agreement & Amendments w/ Adobe Final Audit Report <input type="checkbox"/> Insurance (as applicable) <input type="checkbox"/> Approved board agenda for \$25K+ agreements <input type="checkbox"/> Add'l docs may also be required (Bonds,PWC-100)	Standing (Open) POs <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 If Virtual Card, see requirements	W9 Current Yr W-9 for Acct Codes: <input type="checkbox"/> 51XX <input type="checkbox"/> 5700-5730 <input type="checkbox"/> 5550 <input type="checkbox"/> 5810-5830 <input type="checkbox"/> 5560 <input type="checkbox"/> 5860-5862 <input type="checkbox"/> 5570 <input type="checkbox"/> 56XX	Piggyback/Cooperative Agreement <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 \$114,500 +, Approved Board Comm. for \$ DO NOT UPLOAD PIGGYBACK AGREEMENT	Virtual CC <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"/> P/V Card Agmt on file <input type="checkbox"/> Order conf. sent to: accounts_payable@avc.edu purchasing@avc.edu warehouse@avc.edu (if tangible delivery)	International Vendors <input type="checkbox"/> Selection justification <input type="checkbox"/> Current Year W-8/W-9 <input type="checkbox"/> Credit Card Payment <input type="checkbox"/> Clear & fair shipping & return policies <input type="checkbox"/> Positive reviews <input type="checkbox"/> Vendor email & phone

¹ Bid threshold as of 1/1/2024 - subject to annual adjustment by the CCC Chancellor's Office.

² Contact Purchasing prior to procuring goods & services. [Formal Bid Process](#) takes ~8-12 Weeks. Depending on the terms of the associated agreement, a resolution may also be required.

³ Requester is responsible for contacting Facilities. Additional agreement documentation such as PWC-100 and/or bonds may be required. Click link for details.

⁴ Requester is responsible for contacting ITS. ITS can assist in obtaining quotes and entering Requisitions. Additional agreement documentation such as PWC-100 and/or bonds may be required. Click link for details.

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-\$114,499	\$114,500 or more (or purchased w/ Formal Bid)
Approvals:	<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"/> Ex. Dir. Finance/Fiscal	<input type="checkbox"/> Dean/Director/Ex. Director <input type="checkbox"/> Department VP <input type="checkbox"/> Ex. Dir. Finance/Fiscal <input type="checkbox"/> President <input type="checkbox"/> Board of Trustees (PO held unless approved board item in Onbase)	<input type="checkbox"/> Dean/Director/Ex. Director <input type="checkbox"/> Department VP <input type="checkbox"/> Ex. Dir. Finance/Fiscal <input type="checkbox"/> President <input type="checkbox"/> Board of Trustees (PO held unless approved board item in Onbase)
<i>All REQs/POs using account no. 5100 are held for board approval unless approved board item is uploaded into Onbase</i>					

* 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. 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 ~2-3 weeks to process into a PO once completed for approvals.

REMINDERS:

Purchasing Guidelines & Processes 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 ≥\$114,500, 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