

Equipment/Materials/Supplies, Services, Repairs, & Maintenance. (Amounts Must Include Tax, Shipping, Etc.)					
Amt.	\$1-\$999	\$1,000-\$4,999	\$5,000-\$25,000	>\$25,000-\$95,199	\$95,200 or more
Required Documents	<input type="checkbox"/> None; 1 quote optional	<input type="checkbox"/> One quote (excludes Standing POs)	<input type="checkbox"/> 3 quotes or justification reviewed and approved by Purchasing (PACS)	<input type="checkbox"/> 3 quotes or justification reviewed and approved by Purchasing (PACS)	<input type="checkbox"/> Approved Board Communication <input type="checkbox"/> Proof of Bid Advertisement <input type="checkbox"/> Formal Solicitation Documents (RFP, RFQ, etc.)
Approvals Automated in Banner ¹	<ul style="list-style-type: none"> Dean/Director (as applicable) 	<ul style="list-style-type: none"> Dean/Director (as applicable) Department VP 	<ul style="list-style-type: none"> Dean/Director (as applicable) Department VP Ex. Director of Business Services 	<ul style="list-style-type: none"> Dean/Director (as applicable) Department VP Ex. Director of Business Services President Board of Trustees 	<ul style="list-style-type: none"> Dean/Director (as applicable) Department VP Ex. Director of Business Services President Board of Trustees
Approval by Purchasing, Accounting and Program Managers (as applicable) also required.					
Notes			Requests >\$25K will be held for board approval via the PO report unless the requester attaches an approved board communication to their REQ.		Contact purchasing prior to procuring goods & services. Takes ~ 8-12 weeks for Formal Solicitations.
Additional Required Documents (For All \$ Amounts Listed Above)					
Catering Requests other than AVC Cafe: <ul style="list-style-type: none"> <input type="checkbox"/> Approval e-mail from Pacific Dining Furniture/Signage/ Installation/Equipment²: <ul style="list-style-type: none"> <input type="checkbox"/> Approval e-mail from Ex. Director Facilities Services Imprinted Items (logo or AVC use, advertisement): <ul style="list-style-type: none"> <input type="checkbox"/> Approval from Ex. Director of Marketing & Public Information (e-mail, signed quote, etc.) IT Hardware/Software, License, Maintenance/Repair³: <ul style="list-style-type: none"> <input type="checkbox"/> Approval e-mail from Ex. Director ITS or REQ submitted by ITS Miscellaneous: <ul style="list-style-type: none"> <input type="checkbox"/> W-9 for New Vendors <input type="checkbox"/> Proof of Event (if available) for Events <input type="checkbox"/> Business Card Order form for Business Card Purchases 			Independent Contracts/Professional Services: <ul style="list-style-type: none"> <input type="checkbox"/> W-9 <input type="checkbox"/> Approved Board Communication if ≥\$25K <input type="checkbox"/> Fully-Executed Contract <input type="checkbox"/> COI or Release of Liability Waiver Installation, Service, or On-Campus Repair/Maintenance²: <ul style="list-style-type: none"> <input type="checkbox"/> COI <input type="checkbox"/> Fully-Executed Contract <input type="checkbox"/> Approved Board Communication if ≥\$25K Piggyback/Cooperative Agreement Purchases ≥\$1K : <ul style="list-style-type: none"> <input type="checkbox"/> Quote Referencing Agreement (excludes Standing POs) <input type="checkbox"/> Approved Board Communication for Agreement <input type="checkbox"/> Approved Board Communication for Purchase if ≥\$95,200 		

NOTE: The Requisition Checklist is provided as a guideline to assist District staff when uploading supporting documentation to a Requisition. Under special circumstances, additional documentation may or may not be requested by the Business Services Area.

Invoices and Proof of Receipt, or "ok to pay" authorization for services, are required for payment.

Please notify PACS for all urgent Requisitions; Requisitions can take ~2-3 weeks to process into a PO once completed for approvals.

Purchasing and Contract Services, Ext. 6310, purchasing@avc.edu

¹ For full details, please visit the Purchasing website, <https://www.avc.edu/administration/busserv/guidelinespolicies>.

² Requester is responsible for contacting Facilities when a vendor is performing on-campus installation, repair and/or maintenance. Additional documentation such as PWC-100 and/or bonds may be required.

F&M Dept. processes REQs for public works. Please contact F&M for assistance, or Angela Musial, Buyer Supervisor, at ext. 6310.

³ ITS Dept. can process REQs for ITS-related purchases. Please contact ITS for assistance, or Denise Anderson, Buyer for ITS, at ext. 6310.