

**PLEASE UPLOAD REQUIRED DOCUMENTS INTO ONBASE PRIOR TO SUBMITTING YOUR REQ FOR APPROVALS  
& NOTE REQUIRED INFORMATION INTO THE DOCUMENT TEXT OF YOUR REQ**

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

REQUIRED SUPPORTING DOCUMENTS FOR DOLLAR AMOUNT OF REQ OR AGREEMENT (IF APPLICABLE)					
\$ Amount	\$1-\$999	\$1,000-\$4,999	\$5,000-\$25,000	>\$25,000-\$99,099	\$99,100 or more (or purchased w/ Formal Bid)
<b>OnBase:</b>	<input type="checkbox"/> Nothing; 1 quote optional	<input type="checkbox"/> 1 quote (excludes Standing POs)	One of the following: <input type="checkbox"/> 3 Quotes* <input type="checkbox"/> <a href="#">Piggyback</a> (see below) <input type="checkbox"/> Single Source <sup>1</sup> <input type="checkbox"/> Legal Authority noted on REQ <i>*May choose vendor w/in AVC's <a href="#">service area</a>, so long as quote is not greater than 25% of the lowest quote obtained.</i>	One of the following: <input type="checkbox"/> 3 Quotes <input type="checkbox"/> <a href="#">Piggyback</a> (see below) <input type="checkbox"/> Single/Sole Source <sup>1</sup> <input type="checkbox"/> Legal Authority noted on REQ <i>Requests &gt;\$25K are held for Board Approval via the PO Report unless Board approval for \$ is uploaded into OnBase</i>	One of the following: <input type="checkbox"/> <a href="#">Formal Bid Process</a> <sup>1</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 on REQ <input type="checkbox"/> <a href="#">Piggyback</a> (see below) <input type="checkbox"/> Sole Source & Resolution <sup>1</sup> <input type="checkbox"/> Legal Authority noted on REQ

REQUIRED SUPPORTING DOCUMENTS/INFORMATION FOR PURCHASE/AGREEMENT TYPE					
<i>**Agreement, COI &amp; Endorsements, and Approved Board Communication may also be required depending on the type of purchase**</i>					
<b><a href="#">Food Related Purchases</a></b> Catering, Food Trucks, etc. <input type="checkbox"/> Approval from Director of Auxiliary Services	<b><a href="#">Facilities Related Purchases</a><sup>2</sup></b> Furniture, Install, Equip, etc. <input type="checkbox"/> Approval from Facilities	<b><a href="#">IT Related Purchases</a><sup>3</sup></b> Websites, Software, etc. <input type="checkbox"/> Approval from ITS	<b><a href="#">Marketing Related Purchases</a></b> Imprint, Advertising, etc. <input type="checkbox"/> Approval from Marketing	<b><a href="#">New Vendors</a></b> Not in Banner <input type="checkbox"/> Current Year W-9	<b><a href="#">Business Cards</a></b> Minuteman Press <input type="checkbox"/> Business Card Order Form
<b><a href="#">On or Off Site Services Provided by Vendor</a></b> Service, Install, Repair, etc. <input type="checkbox"/> Agreement & Amendments <input type="checkbox"/> COI & Endorsements <input type="checkbox"/> Approved Board Comm. For \$25K+ Agreements <input type="checkbox"/> Additional documents, such as Bonds & PWC-100, may also be required.	<b><a href="#">Standing (Open) POs</a></b> <input type="checkbox"/> Authorized Users <input type="checkbox"/> Brief Description of items to purchase <input type="checkbox"/> Due date 6/30/20XX <input type="checkbox"/> P/V Card Agreement on file	<b><a href="#">Piggyback/Cooperative Agreement \$5K-\$99,099</a></b> <input type="checkbox"/> Quote Referencing Piggyback (excludes Standing POs) <input type="checkbox"/> Approved Board Comm. for Agreement <input type="checkbox"/> Agreement noted in Doc Text	<b><a href="#">Piggyback/Cooperative Agreement \$99,100+</a></b> <input type="checkbox"/> Quote Referencing Piggyback (excludes Standing POs) <input type="checkbox"/> Approved Board Comm. for Agreement <input type="checkbox"/> Approved Board Comm. for \$ <input type="checkbox"/> Agreement noted in Doc Text	<b><a href="#">Memberships</a></b> per District Policy <input type="checkbox"/> Quote/Invoice	<b><a href="#">International Vendors</a></b> <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

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, [www.avc.edu/purchasing](http://www.avc.edu/purchasing)

**Invoices and Proof of Receipt, or "ok to pay" authorization for services, are required for payment. Please submit to [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu)**

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

<sup>1</sup> 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.

<sup>2</sup> Requester is responsible for contacting Facilities. Additional agreement documentation such as PWC-100 and/or bonds may be required.

<sup>3</sup> 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.