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ISSUE 1

SUMMER 2012

# Dollars & Sense

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT PURCHASING NEWSLETTER

*This newsletter contains valuable information dealing with issues and changes throughout our district as it impacts the procurement process.*

## Changes for a New Fiscal Year

*With every new year comes changes and the 2012/2013 fiscal year is no different. Here are some changes to our purchasing procedures effective July 1, 2012:*

### Office Supplies

To help further conserve our district funds (and expedite processing and delivery) all office supplies will now be obtained through the district warehouse. The updated warehouse catalog can be found on the warehouse website. All warehouse requisitions require the same signatures that purchase requisitions do. After obtaining necessary signatures the forms can then be forwarded to the warehouse for approval, budget check, and processing.

Necessary items not found in the warehouse catalog can be requested on a purchase requisition and forwarded to the purchasing office after signatures are received. Those purchase requisitions will be considered by the director of the Office of Business Services and will be processed if determined essential for the district to perform necessary functions.

### Procurement Cards

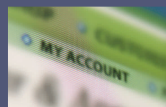
All procurement card purchases (Costco, Lowe's, etc.) will require a new shopping list form located on the purchasing website. The Procurement Card Shopping List is to be filled out and presented to the purchasing office prior to any card being checked out. See our website for more details.

### Open PO's

All authorized users for an open PO need to be specified on the purchase requisition. Also, a reason for the open PO needs to be listed on the purchase requisition. Please see our website for more details.

### Reimbursements

When submitting a PR for reimbursements, please state justification on the PR for the purchase being made by the individual (rather than through the purchasing department).



## THE FUTURE OF PURCHASING

Sometime in the not so distant future, our purchase requisitions & warehouse requisitions will be going online. Processing requisitions online allows the requestor to:

- ◇ View Budget
- ◇ Get Speedy Approvals
- ◇ Look up PO #'s
- ◇ See Approval Status
- ◇ Make changes to requisitions after submission
- ◇ Cancel requisitions
- ◇ See if and when Vendor has been Paid
- ◇ And more...

Processing requisitions online will also allow for a quicker turn around time for getting the items you need.

Training will be provided at a later date. Stay tuned for more updates.



## Submitting Purchase Requisitions Guidelines to submitting a written purchase requisition so that it is processed in a timely manner.

- Fill in all fields of the purchase requisition form clearly including freight cost (\$0 if there are no freight costs). The PO # will be issued by purchasing once the requisition is received and budget has been approved.
- Obtain all necessary signatures and quotes (see chart below). Purchases that impact another area (ex. furniture purchases impact the MNO department) need the Director of that area's approval. Requests with a categorical, restricted or grant-funded program need the appropriate program manager's signature. All PR's for travel require the VP's signature.

Type of Purchase	Total Amount of Purchase	Quote/Solicitation Requirements	Signatures Needed
<b>Small Purchase</b> - equipment, materials, supplies, maintenance services, and misc. biddable services	\$1 - \$999	Include Catalog/Item # on PR, quote optional	Department & Division Dean/Director
<b>Small Purchase</b> - equipment, materials, supplies, maintenance services, and misc. biddable services	\$1000 - \$4,999	One written quote obtained by requestor	Department VP & Above Signatures
<b>Informal Bid/Small Purchase</b> - equipment, materials, supplies, maintenance services, and misc. biddable services	\$5,000-\$9,999	One written quote obtained by requestor	VP of Administrative Services & Above Signatures
<b>Informal Bid/Small Purchase</b> - equipment, materials, supplies, maintenance services, and misc. biddable services	\$10,000 - \$24,999	One written quote obtained by requestor	College President & Above Signatures
<b>Informal Bid/Small Purchase</b> - equipment, materials, supplies, maintenance services, and misc. biddable services	\$25,000 to \$80,999	One written quote obtained by requestor	Board Approval & Above Signatures
<b>Formal Bid</b> - equipment, materials, supplies maintenance services, and misc. biddable services	\$81,000* or more	Advertised competitive bid done by purchasing	Board Approval & Above Signatures
<b>Public/Construction Project, small</b> - facility construction, alteration, renovation, demolition, painting, or repair	\$1 - \$999	One written quote obtained by requestor	Department & Division Dean/Director
<b>Public/Construction Project, small</b> - facility construction, alteration, renovation, demolition, painting, or repair	\$1000 - \$4,999	One written quote obtained by requestor	Department VP & Above Signatures
<b>Public/Construction Project, small</b> - facility construction, alteration, renovation, demolition, painting, or repair	\$5000 - \$9,999	One written quote obtained by requestor	VP of Administrative Services & Above Signatures
<b>Public/Construction Project, small</b> - facility construction, alteration, renovation, demolition, painting, or repair	\$10,000-\$14,999	One written quote obtained by requestor	College President & Above Signatures
<b>Public/Construction Projects, formal bid</b> - construction, alteration, renovation, demolition, painting or repair	\$15,000 or more	Advertised competitive bid done by purchasing	Board Approval & Above Signatures
<b>Independent Contracts/Professional Services</b>	\$1 - \$9,999	One written quote obtained by requestor for purchases over \$999	Department & Division Dean/Director Signature, VP of Administrative Services Signature, & Board Approval
<b>Independent Contracts/Professional Services</b>	\$10,000 - \$24,999	One written quote obtained by requestor for purchases over \$999	College President & Above Signatures/ Approvals
<b>Independent Contracts/Professional Services</b>	\$25,000 or more	Advertised competitive bid done by purchasing	College President & Above Signatures/ Approvals

\* Bid Threshold as of 1/1/2012 (CCC Chancellor's office). Subject to adjustment each year for inflation.

- If PR is for an order of imprinted items (business cards, envelopes, etc.), please attach a sample of the item to be ordered and for all new orders attach necessary documentation from Public Relations.
- If PR is for a Reimbursement please provide justification for the Reimbursement on the PR along with applicable receipts.
- If your purchase requires competitive bidding then specifications for the purchase need to be attached to the PR. Remember, specifications should only list the minimum requirements of the product/service to be purchased.
- Ensure the account number listed on the purchase requisition has available funds.
- Retain the blue copy of the form for your Dean/Director.
- Forward purchase requisitions and applicable information to the purchasing department.

Personal liability will be assumed for any orders placed without authorization from the purchasing office.



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Antelope Valley College

**Buyer**  
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<http://www.avc.edu/administration/busserv/Purchasing.htm>