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# 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.*

### NOW AVAILABLE: PO # Lookup

*How many times have you submitted a purchase requisition and needed to know the PO # before you received your copy of the PO? Or wished there was an easier way to look up a PO # without having to call purchasing and wait either on hold or for a call back?*

Well, thanks to the campus webmaster and ITS you can now look up PO #'s with a push of a button (or actually a click of the mouse)! The purchasing office has added a

PO # look-up function to its webpage. All you need to look up a PO # is the purchase requisition #. You simply type the number in and hit search.



It's quick, it's easy, and you don't even have to wait on hold.

### Purchases That Require AVC Board Approval



*What type of purchases require board approval prior to the order being placed?*

1. A purchase of **\$25,000 or greater** for equipment, materials, supplies, maintenance services, and miscellaneous bid-dable services.
2. **Public/Construction Projects** (construction, alteration, renovation, demolition, painting, repair, or professional services) **\$15,000 or greater**.
3. **Independent Contracts/ Professional Services** in any amount (object code in the 5100 series).

*When should purchase requisitions that require board approval be submitted to ensure they make the next board meeting?*

Purchase requisitions requiring board approval must be submitted at least two weeks prior to a board meeting (which are held the second Monday of each month) to ensure they are included on a report to be approved by the board. If you miss the deadline contact the purchasing department as soon as possible and we will do our best to include your purchase requisition in the next board report for approval.



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## Why Process Orders Through Purchasing



*It seems so easy to just place an order with a vendor and then submit a purchase requisition later, but here's why you shouldn't:*

- 1) **Board Policy & Regulation:** It is board policy that all orders for goods and services are to be placed by the Purchasing Office, unless otherwise authorized by Business Services.
- 2) **Pricing & Competition:** The purchasing department does market research to make sure that prices are fair and reasonable, and that there is adequate competition.
- 3) **Payment:** The district requires that purchasing assigns a PO # to all order's placed. When a vendor processes an order without a PO # the district doesn't ensure timely payment to the vendor or payment at all in some cases. Also, if the requester places an order prior to getting approval from all authorities involved (including budget approval from the business office), they can be responsible for reimbursing the vendor.
- 4) **Order Issues:** If the requestor places an order themselves, instead of the purchasing department, and there are issues with that order (i.e. short ship, damage, etc.), the requestor is responsible for contacting the vendor and resolving the issue.
- 5) **Double Shipments:** If the requestor places the order and then submits a PR later, unless otherwise noted on the PR, the purchasing office will fax the PO to the vendor. When this happens the requester can end up with double shipments resulting in restocking fees, additional shipping fees, and sometimes nonreturnable merchandise.
- 6) **Audit Finding:** If an auditor sees that an order was placed by the requester instead of the purchasing department, it could be an audit finding for the district and the requestor will have to present a corrective action plan to the Board of Trustees.

So remember, these are tax payer dollars and we all are responsible to be good stewards. If you have an emergency order, call the purchasing office first and we'll do what we can to rush the order for you.

## Travel Made Easy

*Booking travel is a very time consuming process; there are a number of required forms to fill out and approvals to get...wish it were easier? Well, soon it will be.*

In the near future, when booking travel, it will be done in a few easy steps by the requester:



- **Complete a Trip Request and obtain signatures**
- **Book travel online (through a site similar to Expedia)**
- **Submit your Trip Request to the Business Office**
- **Go on your trip**

That's it. PR's will only be needed for Conference/Tournament Fees or for the Hotel if there is a pre-arranged conference rate. Reimbursement forms will still need to be filled out after the trip for Gas, Parking, Baggage Fees, Taxi/Shuttles, Meals, and Mileage but they will only require the VP's signature if there is more than a 10% difference from the Trip Request form.

Keep checking out the purchasing website for more information and updates.

## New Items in the Warehouse

*Have you checked out the warehouse catalog lately? New items have been added making it easier and faster to get what you need. Here are a few of the new items:*

- **1", 2" & 3" Binders**
- **Mechanical Pencils**
- **Papermate Gel Pens**
- **Papermate Ball Point Pens**
- **Pencil Lead & Erasers**
- **Post-it Pop-up Notes**



If there are items that your department uses on a regular basis that are currently not carried in the warehouse, you can forward a list of suggestions to the purchasing office for review.