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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.*

## Travel Updates

*We are still making progress on updating our travel procedures and hope to implement sometime in May. For now, here are some updates that are currently being put into effect:*

### Shuttle Service

- To Los Angeles area airports: Contact Campus Events, ext. 6562, for transportation to the airport. If Campus Events is unable to provide transportation to the airport, the district will reimburse the traveler up to the cost of Super Shuttle if approved in advance on the Trip Request Form; receipts must be provided.
- For all other area airports: Shuttle expenses are reimbursable if approved in advance on the trip request form; receipt must be provided.



by the Purchasing Department. Below is information required for each type of travel PR:

- Airfare—On the PR note the traveler’s name, airline, flight #'s, dates of travel, and conference airfare is for. Also, attach a Flight Booking Information Form to your PR.
- Hotel—Include the traveler(s) name, hotel name, check-in date, check-out date, and conference hotel stay is for. Also, attach a Occupancy Tax Waiver Form to your PR if Hotel is located in California.
- Conference Fee—On the PR note the conference name, attendee’s name(s), conference dates, how payment is to be submitted, and if the Purchasing Department needs to register the attendee(s) or not.



### Purchase Requisition’s

A Purchase Requisition Form (PR) must be submitted for each item to be booked/purchased (hotel, airfare, conference fee, etc.)



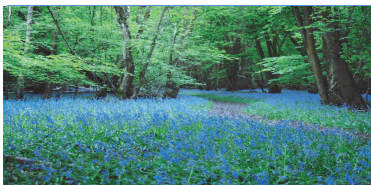
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## Processing Times for Business Services Form's



*Below are standard processing times for different completed forms submitted to the Business Services Area. These time-lines are for routine, non-emergency type requests.*

- **Auxiliary Services Requisition Form:** 1 week
- **Budget Adjustment Form:** 1 week
- **Purchase Requisitions:** 2 weeks for standard purchases; 90-120 days for items requiring formal bidding or sole source justification.
- **Revolving Cash Fund Voucher:** 1 week
- **Travel Reimbursement Forms:** 1 week
- **Trip Request:** 1-2 weeks
- **Warehouse Requisitions:** 1 week

Please note that these time lines are estimates and will vary based upon the following: Current workload, receiving necessary signatures, and receiving required documentation to process requests.

## FAQ

*I need to make changes to a PR that has already been submitted to purchasing. What is the process?*

First, go to the purchasing website and check to see if a Purchase Order (PO) number has been assigned to the Purchase Requisition (PR). If a PO number has not yet been assigned, call the Purchasing Department to have them return the requisition to you. If a PO number has already been assigned, the following can be done:

- **To increase the dollar amount of an open PO**—submit a new PR to the Purchasing Department specifying the PO number to increase, the dollar amount to increase it by, and the reason for the increase. Also, note if the revised PO needs to be sent to the vendor.
- **To decrease the dollar amount of an open PO**—email the Purchasing Department specifying the PO number to decrease, the dollar amount to decrease it by, and the reason for the decrease. Also, note if the revised PO needs to be sent to the vendor.

- **To add additional items to a PO**—call the Purchasing Department to see if the PO has already been sent to the vendor for processing. If it has, a new PO will need to be generated; submit a new PR to the Purchasing Department for the additional items to be ordered. If it hasn't, submit a new PR to the Purchasing Department specifying the PO number, the items to add, and their amounts.
- **To remove items from a PO**—call the Purchasing Department and notify them which items need to be cancelled. The Purchasing Department will contact the vendor to find out the item's status. If the items haven't been shipped, the Purchasing Department will cancel them from the PO. If they have already been shipped, a return will have to be processed once the items have been received (in most cases the requestor will also need to submit a PR for S&H).

Remember to obtain approval signatures and note an account # on all PR's being submitting to the Purchasing Department.

## PR Updates

*Here are some new procedure updates in regards to Purchase Requisitions:*

- President's Signature required on requisitions \$25,000 or greater (was \$10,000)
- Advertised Competitive Bid required on purchases \$83,400 or greater (was \$81,000)
- "Deliver To" field on PR requires a Room #
- For ink/toner purchases specify the employee (for personal printers) or the area (for printers used by more than 1 person) on the PR
- Sales Tax Rate is 9.000% as of January 1, 2013

*Don't forget to continue doing the following:*

- Attach a quote for PR's totaling \$1,000 or greater
- Submit PR's for the same Vendor together. If together the PR total's meet signature requirements, be sure to forward them for signature approval prior to sending to the Purchasing Department.
- Have Program Coordinator's sign PR's prior to submitting to the Purchasing Department (ex. Prop 20—Sharon Lowry, Perkins—Dr. Karen Cowell, etc.)

Check out the Purchasing Website for more signature & quote requirements.