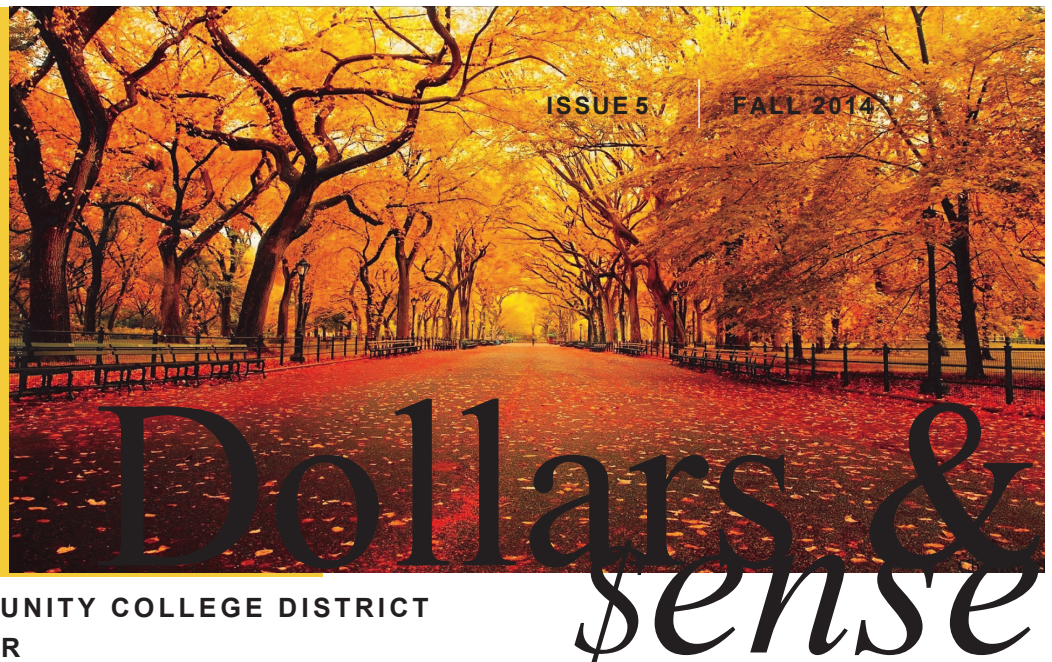


► CHART OF ACCOUNTS	1
► QUOTE REQUIREMENT	1
► WAREHOUSE SURPLUS	1
► NEW FINANCIAL SYSTEM	2
► OFFICE SUPPLIES	2
► PEOPLESOFT INFORMATION	2



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.

Chart of Account Changes

As of July 1, 2014 the Business Services Area implemented a new chart of accounts for the District.

This change has resulted in a reduced number of account strings and will make submitting Requisitions through PeopleSoft an easier process.

We have eliminated and restructured the way Object codes are used, as well as provided a list with descriptions and examples of when to use them. We also eliminated some of our Function/ Location codes to make reporting processes easier for departments.

A list of these chart of account values (as well as Funds, Categorys, and Programs) are available on the Accounting website.

Please be sure to discard any chart of accounts you may have previously printed out as reference that are older than the 14/15 fiscal year.

<http://www.avc.edu/administration/busserv/accounting.html>

Quote Requirement Raised

Effective August 6, 2014, the Requisition quote requirement has been raised from \$1,000.00 to \$3,000.00.

Requisitions under the \$3,000.00 price point may be awarded to the requested vendor without soliciting competitive quotations if the District Buyer considers the price to be reasonable. If it is not considered to be reasonable, the requester may be asked to submit a quote or additional information to the Purchasing Department.

Please view the Signature and Quote Requirement link on the Purchasing Departments webpage for more information.

<http://www.avc.edu/administration/busserv/documents/purchasinggridrev8-2014.pdf>

Warehouse Surplus

On the Warehouse webpage you can now find a list of available surplus furniture including pictures and descriptions.

This furniture is available for use by any department on campus. For more information and details about the process, please visit the Surplus Furniture Webpage:

<http://www.avc.edu/administration/busserv/>



Purchasing Office
Antelope Valley College

3041 West Avenue K Lancaster, CA 93536
Phone 661-722-6310 Fax 661-722-6320

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



A NEW FINANCIAL SYSTEM IS COMING!

Great news! The District is currently in the process of implementing our new financial system through Banner. What does that mean.....no more PeopleSoft! Yay!

We estimate that the new system will go into effect for the 15/16 fiscal year.

The system will make the process of submitting Requisitions more user friendly and will also connect to existing systems on campus. The information is real time and processes cancellations immediately (no more waiting till the next day to process requests).

Other modules that will be included in different phases of the implementation include:

- HR
- Payroll
- Grants
- Asset Management
- Travel
- Procurement Card

Be sure to check the Purchasing Departments website for additional updates.

PeopleSoft Information

Processing Timelines for 13/14 Fiscal Year REQs:

- 5 - The average # of business days it took for a REQ to become a PO, once it was sent for approval
- 6 - The average # of business days it took for a REQ to become a PO and be forwarded to the vendor, once it was sent for approval

These figures include the time it took for purchasing to get quote requests from vendors and additional information from requesters.

Upcoming Working Sessions:

August

- Thursday, 8/28/2014, 2:00-3:00 p.m. in BE132

OFFICE SUPPLIES

As of April 1, 2014 the process for placing orders through Office Depot was updated as follows:

Process

1. Departments submit a Requisition for an Office Depot Online Open Purchase Order through PeopleSoft. In the comments the requester notes the authorized users names and email addresses, **and the users Dean/Director name and email address.**
2. Purchasing sources Requisition into a PO and updates the information on the Office Depot website.
3. Users Log into the Office Depot ordering site and selects items.
4. Requester places order on hold and it is sent to the Dean/Director for approval and release.
5. Once items are received, requester notifies Accounts Payable and gives them the OK to Pay.

Additional Information

- During the transition from the warehouse to Office Depot, Requesters will continue ordering in stock items through the warehouse till the inventory is depleted (inventory list available on warehouse website, www.avc.edu/administration/busserv/warehouse.html).
- Dean/Directors can create their own process and procedures for approving items not on the Approved Shopping List.
- Dry Erase Board supplies (markers, erasers, cleaner, etc.) will be stocked in the warehouse as well as being available to purchase through Office Depot.
- Deskjet/Inkjet and Toner cartridges can be purchased with the Department's Open PO to Office Depot. See the Purchasing Department's Ink and Toner webpage for more information, <http://www.avc.edu/administration/busserv/PurchasingInkToner.html>.
- IT equipment, furniture, and AVC imprinted items are to be submitted via a separate Requisition as they require additional approvals.

Visit the Purchasing Webpage for more information and the complete process, <http://www.avc.edu/administration/busserv/PurchasingOfficeSupplies.html>.