



DISTRICT PURCHASING & CONTRACTS MANUAL

Department Policies and Standard Operating Procedures



A Resource Guide for District Staff

Rev. 06/18/2026

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Manual Updates

Date	Section(s) Revised	Description of Change
		<i>None to Report</i>

About

Purchasing and Contract Services (PACS), a unit of Administrative Services, is charged with the goal to uphold the public’s trust by obtaining the maximum, cost-effective value in procuring goods and services, which supports the District’s educational mission and goals. PACS is responsible for the purchase and distribution of all supplies, equipment and materials, as well as for arranging services and contractual agreements. PACS ensures that requested goods and services are allowable under the established [California Constitution Codes](#) and the District’s [Board Policies and Administrative Procedures](#).

Purchasing shall periodically review the effectiveness of the District’s processes and procedures, and shall submit recommendations to leadership to improve efficiency.

Definitions

1099 Vendor: A vendor classified as an independent contractor or non-employee for tax reporting purposes. Payments meeting or exceeding the IRS annual minimum must be reported using Form 1099.

Additional Insured: A status added to a vendor’s insurance policy that extends coverage to the District. Must be evidenced through a proper endorsement.

Agreement / Contract: A legally binding document between the District and a vendor outlining terms, conditions, pricing, scope, and duration of work or services. Includes MOUs.

Standing/Open/Blanket Purchase Order (BPO): An authorization for ongoing purchases over a defined period with a single vendor, with a not-to-exceed dollar amount.

Boilerplate: Standard contract language included in agreements to ensure legal consistency. Examples include indemnification, insurance requirements, and termination clauses.

Budget: An approved financial plan that allocates the District’s available resources to specific programs, departments, and activities for a given Fiscal Year. The budget sets spending limits for each account string and must be followed when making purchases. All expenditures must be charged to an account with sufficient budget authority to cover the full cost of the purchase, including taxes, shipping, and other applicable charges.

Certificate of Insurance (COI): A document provided by a vendor's insurer that outlines insurance coverages, policy limits, and effective dates. Should be accompanied by required endorsements.

Conflict of Interest: A situation in which personal, financial, or professional interests could influence or appear to influence official decision-making. Under AP 2710 and Government Code Section 1090 et seq., this includes having a financial interest in a District contract, engaging in incompatible outside employment or activities, and participating in the selection or administration of contracts supported by federal funds where a real or apparent conflict exists. See AP 2710 Conflict of Interest and AP 2712 Conflict of Interest Code for the full scope of obligations..

Endorsements (Insurance): Amendments or attachments to an insurance policy that modify coverage, such as naming the District as an additional insured. Required as proof that policy terms meet contract specifications.

FOAP: A series of codes used to identify the specific funding source and purpose for a purchase, arranged in a standardized format. Each segment of the account string represents a particular category (F-Fund, O-Organization, A-Accounts, P-Program) and ensures that expenses are charged to the correct budget. The account string must be accurate and complete on all purchase requests and related documents to comply with District accounting and reporting requirements.

Freight: The shipping or transportation cost associated with the delivery of goods. Must be included in the total cost when determining bid thresholds.

Independent Contractor: An individual or entity contracted to perform services without being treated as a District employee. Must meet IRS and state criteria for classification.

Informal Bid: A simplified procurement process used for purchases below the formal bid threshold, generally involving multiple quotes or proposals. For CUPCAA Informal Bid, please see the Facilities Purchasing & Contracts Manual.

Insurance Requirements: Minimum coverage levels (General Liability, Auto, Workers' Comp, etc.) required from vendors. Specific limits and endorsements are usually outlined in bid documents or agreements.

Intent to Award: A notice issued to inform vendors of the District's intention to award a contract, pending final approval and contract execution.

Invoice: A vendor's bill for goods delivered or services performed, submitted for payment. Must match the PO and be approved before payment is issued.

Legal Authority: The statutory or delegated power allowing the District to engage in specific procurement actions. For community colleges, purchasing authority is governed primarily by California Education Code and Public Contract Code, but also includes Government Code, Civil Code, and Labor Code.

Maintenance Work: Services include inspections, adjustments, minor repairs, cleaning, reporting, and any other tasks reasonably required to maintain the functionality, appearance, and safety of District facilities, grounds, and systems. Under Public Contract Code § 20656, “Maintenance” means routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired. “Facility” means any plant, building, structure, ground facility, utility system, or real property. This definition of “maintenance” expressly includes, but is not limited to: carpentry, electrical, plumbing, glazing, and other craft work designed consistent with the definition set forth above to preserve the facility in a safe, efficient, and continually usable condition for which it was intended, including repairs, cleaning, and other operations on machinery and other equipment permanently attached to the building or realty as fixtures.

Memorandum of Understanding (MOU): A formal document outlining cooperation between parties. While not always legally binding, it is treated similarly to a contract and requires appropriate approvals.

"OK to Pay": A written internal confirmation—by the requesting department’s Supervisor—that verifies goods or services were received in acceptable condition and authorizes payment of the invoice.

NSF (Non-Sufficient Funds): Indicates that a payment or purchase request could not be processed due to lack of available funds in the account.

Piggyback / Cooperative Agreement: A purchasing method where the District uses another agency’s contract to procure goods/services, without conducting its own separate bid process, provided certain conditions are met.

Prevailing Wage: A minimum wage rate established by the California Department of Industrial Relations for labor on public works projects exceeding the statutory project valuation limit.

Professional Services: Services requiring professional licenses or qualifications (e.g., legal, architectural, consulting).

Public Works (Public Contract Code §22002(c)): Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work (excluding repairs under PCC 20656) involving any publicly owned, leased, or operated facility; painting or repainting of any publicly owned, leased, or operated facility; subject to prevailing wage requirements.

Purchase Order (PO): A formal document issued by the District to authorize a vendor to deliver goods or services under specified terms.

Purchase Requisition (aka REQ, Requisition): An internal request submitted by a department to initiate a purchase.

Quote: A vendor's written offer to sell goods or services at a specified price.

Ratification: The retroactive approval of a purchase or contract that was initiated before the required approvals or documentation were completed. Should be avoided but may be processed through the Board of Trustees in compliance with District policy.

Request for Bid (RFB) / Invitation for Bid (IFB): A formal solicitation for goods or services where award is based solely on the lowest responsive, responsible bid.

Request for Information (RFI): An informal tool to gather information from vendors for planning or research purposes. Not used to award a contract. Also, a vendor/contractor's request for information to the District in regards to an RFB.

Request for Proposals (RFP): A formal process used to solicit proposals for services or complex goods. Evaluated based on qualifications, experience, and overall value—not just price.

Request for Quote (RFQ): An informal solicitation for pricing information from vendors, typically used for smaller or routine purchases.

Responsible Bidder: A vendor who has the capability, experience, and financial capacity to fulfill contract requirements.

Responsive Bidder: A vendor who submits a bid that conforms in all material respects to the solicitation requirements.

S&H (Shipping & Handling): The combined costs associated with preparing, packaging, and delivering a product.

Single Source: A procurement scenario with a dollar value under the formal bid limit in which only one vendor is practically available due to technical compatibility, unique qualifications, or continuity of service.

Sole Source: A situation in which no other vendor offers the required good or service. Requires justification and Board of Trustees approval per District policy and may bypass competitive bidding.

Commonly Used Acronyms

Commonly Used Acronyms can be found on the Purchasing and Contracts Website:

 <https://www.avc.edu/purchasing-and-contracts/commonly-used-acronyms>

Assistance

We're here to help and this manual is your best starting point. If you need additional assistance, the following options are available:

Working Sessions



Working Sessions are held in a computer lab with Purchasing and Fiscal Services Staff available to answer questions and assist in submitting requests. Please bring your login credentials and specific information you need for inputting your requests.

Please visit the following link for complete details and scheduled dates:


 <https://www.avc.edu/purchasing-and-contracts/training>

Contact Us



Purchasing Questions

-  Phone: 661-722-6310
-  Email: purchasing@avc.edu

Fiscal Services (Budget/FOAP) Questions

- Contact your Fiscal Services Representative. A list of contacts can be found in the most recent file titles “Fund-Org Managers and Accounting Staff” located in the following file path:
 M:\Business Services Shared Data\Finance Users

Accounts Payable (Payment/Invoice) Questions

-  Phone: 661-722-6309
-  Email: accounts_payable@avc.edu

Board Deadlines

Purchases outlined in this document which require Board of Trustees approval, must be submitted by the deadlines found on the Purchasing and Contracts Website:

 <https://www.avc.edu/purchasing-and-contracts/board-deadlines>

End-of-Year (EOY) Deadlines

Each Fiscal Year, Business Services publishes an End-of-Year (EOY) Deadline Calendar to assist District staff in meeting the schedule required to close the Fiscal Year. The EOY Calendar is typically announced in February and distributed to all Banner Finance Users and made available on the Purchasing and Contracts Website. Deadline dates vary based on the type of purchase and the funding source.

Most deadlines fall in April and early May, with final receipt of goods and services required by June 30. Requests submitted after the published deadlines should be reserved for urgent or unforeseen needs and must be accompanied by a completed and approved Past Deadline Justification Form (available from the Vice President of Administrative Services office).

The following types of requests are subject to EOY deadlines:

- Purchase Requisitions (REQs) and Change Orders (COs)
- Travel Pre-Approval Reports and Expense Reports for current Fiscal Year travel
- Standing Purchase Orders (last day to use)
- District Credit Cards, including P-Cards and Virtual Cards (last day to use, with limited exceptions for travel virtual cards)
- Revolving Cash requests
- Auxiliary Service Requests
- Warehouse Requisitions
- Invoices for current Fiscal Year purchases (due to Accounts Payable)

 <https://www.avc.edu/purchasing-and-contracts>

Policy Overview

Document Hierarchy and Authority Framework

Board Policy (BP)

Adopted by the Board of Trustees. BPs establish the District's governing rules and delegate authority to the Superintendent/President. They are numbered (e.g., BP 6330) and maintained in BoardDocs. BPs related to purchasing and contracts include: BP 6100, BP 6150, BP 6330, BP 6340, BP 6380, and BP 3820.

Administrative Procedure (AP)

Issued by the Superintendent/President as statements of method for implementing Board Policy (BP 2410; AP 2410). APs must be consistent with the intent of the parent BP. The Board of Trustees reserves the right to direct revisions if APs are inconsistent with Board policy. APs are numbered to correspond with their parent BP and are maintained in BoardDocs. APs related to purchasing and contracts include: AP 6100, AP 6150, AP 6330, AP 6340, AP 6345, AP 6350AP 6360, AP 6365, AP 6370, AP 6380, and AP 3820. APs related to conflict of interest, ethics, and delegation include: AP 2410, AP 2430, AP 2710, AP 2712, and AP 3050.

Department Policy (DP)

Issued by a department or division to establish rules and requirements that govern its operations. DPs are operational documents that implement BP and AP requirements at the department level. In Purchasing & Contracts, they are not numbered like BPs and APs. A DP states what is required or prohibited within the department's scope. Documents in this manual that establish departmental rules are classified as Department Policies (DP) and are issued by the Purchasing and Contracts department pursuant to the authority delegated through the applicable BPs and APs, and best practices.

Standard Operating Procedure (SOP)

Step-by-step instructions describing how a specific task or process is to be carried out. SOPs implement Department Policy at the operational level and describe the method, not the rule. Procedural guidance in this manual (such as the procurement flowcharts in the Exhibits and the Banner Guide) is classified as an SOP.

Board Policy (BP) and Administrative Procedures (AP) can be found on the District's BoardDocs site under "Policies":

 <https://go.boarddocs.com/ca/avc/Board.nsf/Public>

Standards of Public Purchasing Practice

The Purchasing and Contracts department is guided by the following standards of public purchasing practice, which reflect our commitment to integrity, fairness, and professional conduct in all procurement activities.

1. To regard public service as a sacred trust, giving primary consideration to the interests of the public agency that employs us.
2. To purchase without prejudice, seeking to obtain the maximum value for each dollar expended.
3. To avoid unfair practices, giving all qualified vendors equal opportunity.
4. To honor our obligations and require that obligations to our public agency be honored.
5. To accord vendor representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our purchasing needs.
6. To refuse to accept any form of commercial bribery and prevent any appearance of so doing.
7. To be receptive to counsel from our colleagues, and to cooperate with them to promote a spirit of teamwork and unity.
8. To conduct ourselves with fairness and dignity, and to demand honesty and truth in the purchasing process.
9. To strive for greater knowledge of purchasing methods and of the materials we purchase.

10. To cooperate with all organizations and individuals involved in activities designed to enhance the development of the purchasing profession, remembering that our actions reflect on the entire purchasing profession.

Source: California Association of Public Purchasing Officers

Organization Report

The Superintendent/President's Organizational Report is submitted to the Board of Trustees on no less than an annual basis. The report is typically submitted during the December Board of Trustees meeting and can be found on the District's BoardDocs site under "Meetings":

 <https://go.boarddocs.com/ca/avc/Board.nsf/Public>

This report includes information on the District's Signatures Authority of Contracts, Purchase Orders, Change Orders, and other related documents.

Purchasing Policy

Procurement: For any type of service, equipment, material or supplies for the District, an approved Purchase Order (including Board of Trustees approval as applicable per the [Requisition Checklist & Bid Limits](#) document) must be issued in advance authorizing the vendor to fulfill the order. Requests made in the name of the District without an approved Purchase Order may be considered an obligation of the person making the request and not an obligation of the district (Administrative Policy 6380). The Chief Business Official's authority to approve purchase orders is delegated by the Superintendent/President pursuant to BP 2430, BP 6330, and AP 6100. The Superintendent/President retains ultimate responsibility for the execution of all delegated authority.

Contracts: Contracts are required for all services performed, such as repairs and maintenance, consultants, services, performers or lecturers, etc. The Superintendent/President is the sole authorized signatory for contracts on behalf of the District, pursuant to BP 6100 Delegation of Authority, BP 6150 Designation of Authorized Signatures, and BP 6340 Bids and Contracts. The Superintendent/President may further delegate signature authority consistent with AP 6100 and AP 6150, as reflected in the current Organizational Report. No contract is an enforceable obligation against the District until it has been approved or ratified by the Board of Trustees (BP 6100). If a contract involves a monetary value, an approved Purchase Order (including Board of Trustees approval as applicable per the [Requisition Checklist & Bid Limits](#) document) must also be in place prior to commencement of services.

Prior to the commencement of services:

- **Contracts with no financial obligation or commitment of District resources** may be ratified by the Board of Trustees through an Action Board agenda item. Services may commence once the contract is fully-executed.
- **Contracts with a total value of \$25,000 or less** may be ratified by the Board of Trustees through the Purchase Order Report. Services may commence once the contract is fully-executed and a PO is issued.
- **Contracts with a total value over \$25,000**, require an Action Board agenda item and formal Board of Trustees approval prior to the submittal of a PO and commencement of services. Services may commence once the Board of Trustees Approves the agenda item, the contract is fully-executed, and a PO is issued.
- **Contracts with no financial obligation that include a commitment of District resources**, require an Action Board agenda item and formal Board of Trustees approval prior to the commencement of services. Services may commence once the Board of Trustees approves the agenda item and the contract is fully-executed.

For more information, please refer to the Contract Services page.

Legal Authority

The Purchasing Department ensures that requested goods and services are allowable under the established:

- [California Constitution Codes](#)
- District [Board Policies](#)
- District [Adm. Procedures](#)

Conflict of Interest

Overview

District staff involved in purchasing and contracting activities occupy a position of public trust. A conflict of interest exists when a District employee's personal, financial, or outside professional interests could influence, or reasonably appear to influence, the employee's official decisions or actions on behalf of the District. This includes, but is not limited to, vendor selection, bid evaluation, contract award, contract terms, and approval of invoices or payments.

Governing authority: BP 2710 Conflict of Interest; AP 2710 Conflict of Interest; AP 2712 Conflict of Interest Code; AP 3050 Institutional Code of Ethics; AP 6330 Purchasing; AP 6340 Bids and Contracts.

Prohibited Conduct

Pursuant to AP 6330, the District shall not conduct business with any District employee or Board member. This prohibition includes purchasing from, or selling to, any such individual. Under AP 2710 and Government Code Section 1090, employees and Board members shall not be financially interested in any contract made by them in their official capacity. Under AP 2712 Section 9, a designated employee must not make, participate in making, or use their official position to influence any governmental decision that will have a reasonably foreseeable material financial effect on: (a) any business entity in which the employee holds an investment worth \$2,000 or more; (b) any real property in which the employee holds an interest worth \$2,000 or more; (c) any source of income aggregating \$500 or more provided to the employee within the prior 12 months; (d) any business entity in which the employee holds a position of management; or (e) any donor of gifts aggregating \$470 or more within the prior 12 months. Employees with any such interest in a vendor, contractor, or prospective vendor must disclose that interest and withdraw themselves from any procurement decisions involving that entity. Under AP 2710, this determination must be disclosed and made in writing to the Board of Trustees. For contracts supported by federal awards, no employee, board member, or agent may participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest, and no one may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts (2 CFR 200.318(c)(1); AP 2710).

Examples of conduct that may constitute a conflict of interest include:

- Participating in the evaluation or selection of a vendor in which you hold a financial interest;
- Recommending sole source or single source status for a vendor from whom you have received gifts, meals, or other items of value;
- Approving invoices for services that were not actually performed or verified; and
- Failing to disclose a personal or professional relationship with a vendor representative that could influence procurement decisions.

Disclosure and Withdrawal

Any employee who becomes aware of a potential or actual conflict of interest in connection with a procurement or contracting matter must promptly disclose it to their supervisor and to the Purchasing and Contracts department, and must withdraw themselves from participating in the affected decision. Employees are encouraged to contact the Purchasing and Contracts department with questions about whether a particular situation may constitute a conflict of interest. When in doubt, disclose.

Gifts and Gratuities from Vendors

The acceptance of gifts, gratuities, meals, entertainment, or other items of personal value from vendors, contractors, or prospective vendors or contractors raises significant conflict of interest concerns and is generally prohibited for District employees involved in procurement and contracting activities. Even where a gift may be of nominal value, its acceptance from a current or prospective vendor can undermine the integrity of the procurement process and the public's confidence in the District's purchasing decisions.

Gifts and donations directed to the District itself (rather than to individual employees) are governed separately under BP 3820 Gifts and AP 3820 Gifts. Under those policies, gifts to the District are generally to be directed to the Antelope Valley College Foundation, and exceptions require approval of the Superintendent/President. The Board of Trustees reserves the right to refuse any gift. No individual employee may accept a gift on behalf of the District without following the procedures established under BP 3820 and AP 3820.

Governing authority: BP 3820 Gifts; AP 3820 Gifts; BP 2710 Conflict of Interest; AP 2710 Conflict of Interest; AP 2712 Conflict of Interest Code.

Procurement

Procurement Process

See Exhibit 1 for Procurement Process for Purchases Below the Bid Threshold; these purchases typically require 2-3 Weeks (allow additional time for purchases requiring a contract).

See Exhibit 2 for Procurement Process for Purchases At or Above the Bid Threshold (aka Formal Solicitations, RFB, RFP, etc.); these procurements typically require 12-16 Weeks (depending on lead time).

Procurement Requirements

Requisition Checklist & Bid Limits

The Requisitions Checklist & Bid Limits document can be found on the Purchasing and Contracts Website:

 <https://www.avc.edu/purchasing-and-contracts>

Requisition document requirements are driven by the dollar amount of the request and the type of purchase.

Purchasing will review quotes to ensure fair & competitive pricing. If quotes are not considered reasonable, additional information may be required from the Requester

Bid Splitting

Bid Splitting is Prohibited. It is unlawful to split or separate a single project or purchase into smaller orders for the purpose of avoiding competition. Purchases that would collectively exceed the formal bid limit must go through the formal bidding process regardless of how the order is structured. Violations of this prohibition may result in personal liability for the employee making the unauthorized purchase. (AP 6340 Bids and Contracts; Public Contract Code Section 20650 et seq.)

Submitting a Banner Purchase Request

The District utilizes Banner as its financial management system for processing Purchase Requisitions (also referred to as REQs). With the exception of Auxiliary funded purchases, Banner is the official platform used to initiate, route, and approve purchasing transactions; all purchase requests must be entered into Banner to ensure proper budget verification, account string assignment, and compliance with District purchasing policies and applicable laws. Once approved in Banner, a Purchase Order (PO) is generated and issued to the vendor as indicated, authorizing the purchase.

Banner procedures, including information on access, can be found on the Purchasing and Contracts Website:

 <https://www.avc.edu/purchasing-and-contracts/banner>

Submitting an Auxiliary Services Requisition

When auxiliary funds are being used for a purchase, the Requester must complete and submit an Auxiliary Services Requisition Form instead of entering a Purchase Requisition in Banner. Auxiliary Services Requisitions follow the same supporting document requirements as outlined in the [Requisition Checklist & Bid Limits](#) document.

The completed form is routed through Adobe Sign for review and approvals, following the instructions provided on the form.

The Auxiliary Services Requisition form can be found on the Financial and Fiscal Services website:

 <https://www.avc.edu/financial-fiscal-services/accounting>

Quote/Bidding Exceptions

Legal authority

The following is a list of legal authority providing alternative methods to bidding and quote requirements

NOTE: The following information is provided as a guideline to assist District staff. Every request is unique and should be considered on a case-by-case basis.

- [EDU § 81651](#) - Purchase of specific instructional materials
- [GOV § 53060](#) - Contracts for Special Services
- [PCC § 10340](#) - Emergency purchase or contract with other state agency, etc.
- [PCC § 10298](#), [10299](#), [20653](#) - Utilizing DGS/CMAS Agreements (“Piggyback”)
- [PCC § 20651.2](#) - Purchase of Goods, Services, & IT from Small Businesses & DVBEs
- [PCC § 20652](#) - Utilizing "Piggyback"/Cooperative Agreements (“Piggyback”)
- [PCC § 20653.5](#) - Utilizing UC/CSU Agreements (“Piggyback”)
- [PCC § 20660](#) - Food purchases for Food Service Operations
- [PCC § 20661](#), [CCR Title 5 § 59131](#) - Utilizing CCC Chancellor Agreements (“Piggyback”)

Piggybacks

Definition of a Piggyback Agreement

A Piggyback or Cooperative Agreement is a procurement method that allows the District to purchase goods or services using an existing agreement that has been:

- Competitively awarded by another public agency or authority, and/or
- Includes legal language or statutory authority permitting other agencies to utilize the agreement without the need to secure three quotes or conduct formal bidding.

This method helps expedite purchasing while ensuring compliance with California Public Contract Code and District policies.

Requirements for Using a Piggyback Agreement

A Piggyback Agreement may only be used after it has been:

1. Verified by the Purchasing & Contracts Department to confirm allowability and use; and
2. Approved by the Board of Trustees for use by the District.

Location of Piggyback Agreements

A list of verified and approved Piggybacks, along with Board agenda backup and expiration information, is available at:


 M:\Business Services Shared Data\Piggybacks

Appropriate Use of Piggyback Agreements

Piggybacks are only necessary for purchases that meet or exceed the thresholds requiring multiple quotes or formal bidding. If the purchase falls under the threshold, a Piggyback is not required but may still be used as a best-value source.

Piggyback Process: Step-by-Step

1. Check the Piggyback Folder

- Navigate to the M: drive ( M:\Business Services Shared Data\Piggybacks) and verify that the Piggyback agreement:
 - Is listed,
 - Has not expired,
 - Has current Board of Trustees approval,

2. If Piggyback is verified, current, and under the Formal Bidding Threshold:

- Proceed to **Step 5**.

If NOT Verified, if Expired, or purchase meets/exceeds the Formal Bidding Threshold:

- Send the Piggyback documentation to the Purchasing Department for review and include quotes for anticipated purchases.
- Proceed to **Step 3**.

3. Buyer Review

- The Buyer will review contract documentation and may request additional information to confirm compliance with legal and policy requirements.

4. Board Agenda Item (if needed)

- If the Piggyback meets all criteria, the Purchasing Department will draft a Board Agenda Item requesting authorization to use the Piggyback and submit it for Board of Trustees approval.

- If the total cost (including services) of the purchase meets or exceeds the Formal Bid Limit, it must be included in the Board Agenda item submitted. Be sure to submit the quote to Purchasing with Step 2 above.

5. Submit REQ (Purchase Requisition)

- Once Board-approved (if required), the Requester may:
 - Submit their REQ via Banner,
 - Attach the approved Board Agenda Item and all required documents (see [Requisition Checklist & Bid Limits](#)) in Onbase.

Important Notes:

- In the Requisition “Document Text” field, include the Piggyback agreement info. *Example: Agreement: FCCC (CollegeBuys) # CB-185-17*
- If REQ requires quotes, attach a quote referencing the Piggyback contract (example: FCCC (CollegeBuys) # CB-185-17). Ensure items quoted and pricing matches the piggyback agreement.
- Standing POs do not require an attached quote.
- If services such as installation are included, verify with the assigned Buyer whether:
 - Services are covered by the Piggyback,
 - If a separate Contract/Addendum is needed,
 - If a separate REQ for the Services is needed.
- If the REQ meets or exceeds \$25,000, it will be held until approved via the Board Purchase Order (PO) Report, unless the purchase was already approved by the Board of Trustees via a Board Agenda items.

6. Final Buyer Review

- After the Requisition is approved, the assigned Buyer will:
 - Conduct market research to ensure Piggyback pricing is still competitive,
 - Process the PO and forward as directed.

Piggyback & Cooperative Sources

A list of Piggyback sources are provided in Exhibit 3.

Single Source

Definition

A Single Source Purchase occurs when a purchase that would normally require three competitive quotes must be made through only one contractor or vendor. In such cases, the District must maintain clear justification for bypassing the standard competitive process.

Qualifications

To qualify as a Single Source, one or more of the following criteria must be met:

- **Compatibility:** Purchase of the product or service is required from the selected contractor/vendor to be compatible with existing equipment, inventory, systems, programs, or services.
- **Distributor:** Purchase of the product or service is required from the only Los Angeles County distributor of the contractor/vendor as it is the only known product or service that will meet the specialized needs of this department or perform the intended function.
- **Non-Equivalent:** Purchase of the product or service is required from the original contractor/vendor as it is not equivalent/interchangeable with those similar from another contractor/vendor.
- **Original Contractor/Vendor:** Purchase of the product or service is required from the original contractor/vendor as it is the only known product or service that will meet the specialized needs of the department or perform the intended function.
- **Standard:** Contractor/vendor is the sole provider of products or services needed to provide standardization or that the District has established as a standard. Please attach evidence of such standard.
- **Implemented Software:** It is not cost-effective for the District to rebid software that has been previously approved and implemented. Rebidding would not produce any advantage and is unavailing as affecting the final result (e.g. installation and implementation costs, training of District staff, etc.).

Process

1. Request the Single Source Justification Form
 - a. Email purchasing@avc.edu to obtain the most current version of the form.
 - b. Provide the Vendor's quote/proposal in the email.
2. Complete the Form
 - a. Select applicable justification(s).
 - b. Provide supporting documentation as necessary(e.g., evidence of District standard, existing equipment/systems for compatibility, etc.).
3. Obtain All Required Approvals as applicable:
 - a. Director

- b. Dean or Executive Director (if applicable)
 - c. Vice President or President (as applicable)
4. Upload to OnBase
 - a. Upload the fully approved Single Source form into Onbase along with all other required documentation when submitting the REQ.
5. Buyer Review & Validation
 - a. Before approving the Requisition, the assigned Buyer will review the justification and documentation to confirm it meets the Single Source criteria.
 - b. The Buyer may reach out to the Requester for additional information or clarification.
 - c. If needed, the Buyer may issue a Request for Information (RFI) through PlanetBids to determine whether other vendors can provide the requested goods/services.

Important Reminders

- Single Source must not be used to avoid competition or vendor preference.
- All purchases are subject to audit. Incomplete or weak justifications may result in delayed or denied requisitions.
- This process only applies to purchases under the formal bid limit. If a purchase exceeds that threshold, the Requester must contact their Buyer to determine if it qualifies as a Sole Source.

Sole source

Definition

A Sole Source Purchase is a procurement where only one vendor is capable of providing the required goods or services, and competitive bidding is not feasible. This process requires strict justification and public transparency due to the absence of competition.

Qualifications

Sole source requests are highly scrutinized and only approved when all of the following conditions are met:

- The product or service is only available from a single vendor.
- The product or service is unique in capability or performance and cannot be substituted.
- No other vendor can meet the essential functional requirements.
- The purchase meets or exceeds the formal bid threshold.

Process

1. Request the Sole Source Justification Form
 - a. Requester contacts their assigned Buyer or emails purchasing@avc.edu to request the most up-to-date Sole Source Justification Form and guide.

2. Complete the Form:

- a. Requester completes the Sole Source Justification Form in full.
- b. Include Attachment 1: General Specifications
- c. Include additional quotes

Note: *Sole source justifications must be written by the Requester (District employee). Justifications written by a vendor or manufacturer are not acceptable.*

3. Purchasing Department Review

- a. Once the form and attachments are submitted to purchasing@avc.edu, the Purchasing & Contracts team will:
 - i. Review the Documentation
 1. Validate the justification and check all signatures and attachments.
 2. Perform independent market research.
 - ii. Public Advertisement
 1. Post a Notice of Intended Sole Source on the District's PlanetBids portal for two weeks to invite public challenge or alternative proposals.
 - a. If No Bids Are Received
 - i. Purchasing will coordinate with Requester to:
 1. Draft a Board Resolution and required Board documentation.
 2. Place the item on the next scheduled Board of Trustees meeting for approval.
 - b. If Bids Are Received
 - i. Purchasing will:
 1. Review all vendor responses received through PlanetBids.
 2. Determine whether a formal bid process must be initiated based on viable alternatives.

Important Reminders

- A Sole Source request does not guarantee approval.
- Be prepared for Purchasing to request additional justification or edits.
- Incomplete packages may be returned for revision, delaying processing time.
- The process must be initiated well in advance of any deadlines or planned purchases to allow time for advertisement and Board of Trustees approval.

Purchase Types

Amazon Purchases

The following outlines the process for Requesters to initiate and complete Amazon purchases using a Standing Purchase Order (PO).

Creating a Standing PO in Banner

- a. Vendor Name: Amazon Capital Services, Inc
- b. Vendor Number: 900470612
- c. Document Text Section:
 - a. *Note*: “Allowable purchases under approved FOAP and District policy”
 - b. Names of authorized users (*Note*: a Procurement Card/Standing PO Agreement must be on file with Purchasing for each user)
 - c. Name of the approving Director/Dean
 - d. Effective period of the PO (e.g., July 1, 2024 – June 30, 2025)
- d. Commodity/Accounting Section:
 - a. Commodity Description: Amazon Standing PO
 - b. U/M: EA
 - c. Tax Group: NT
 - d. Quantity: 1
 - e. Unit Price: Not-To-Exceed (NTE) amount

Logging into Amazon Business

- a. Log into the Antelope Valley College Amazon Business using the credentials provided by the system:

 <https://www.amazon.com>

NOTE: If you do not have a District Amazon Business account, contact purchasing@avc.edu to request access before proceeding.

Placing an Amazon Order

- a. Once your REQ has been sourced into a PO you will receive notification from your Buyer
- b. After logging into the Antelope Valley College Amazon Business account:
 - i. Add items to your cart.
 - ii. Click the shopping cart icon in the upper right hand corner to checkout
 - iii. Review and confirm the items in your cart
 - iv. Click **Proceed to Checkout**
 - v. Groups
 - i. Your Groups: Select appropriate group if multiple listed

ii. Click **Choose this group**

Your groups	Addresses	Payment methods
<input checked="" type="radio"/> Warehouse, Angela Musial Antelope Valley College	Shared	Shared
<input type="radio"/> Purchasing and Fiscal, A. Musial & T. Steffes Antelope Valley College	Shared	Shared

Learn more ▼

Choose this group

vi. Business Order Information

- i. PO Number: Select correct PO # from list; if your PO is not listed it has either not been fully approved or setup in the system yet; do not proceed with an order until a fully approved PO has been processed.

***NOTE:** It is the responsibility of the Requisitioner to ensure they are listed as an authorized on the PO selected; a single group may have multiple PO's with various authorized users.*

- ii. Department: Enter your Department name
- iii. Requisition #: Enter the Requisition # or PO # (this needs to match the PO Number entered above)
- iv. Comments for Approver (optional): Enter relevant notes
- v. Add an additional approver?: Enter email address of additional approver as appropriate
- vi. Click **Continue**

Business Order Information

⚠ Your order requires approval
You can place the order but please note that it may not comply with your organization buying policies. [View admin notes\(1\)](#)

PO number
P260201

ⓘ Purchases must align with the account # on the PO as well as the authorized category of purchases within the document text.

\$1,000.00 budget
\$163.48 spent | \$836.52 remaining

Department

Requisition #

Comments for approver (optional)
100 characters left

[Add an additional approver?](#)

Continue

c. Select a delivery address

- i. Deliver to: Select "Change" in the "Delivering to Enter your name & REQ # in the Deliver To above" box.

Business Order Information Change

PO number: P260201
 Department: Mailroom & Duplication
 Requisition #: P260201

Delivering to Enter your name & REQ # in the Deliver To above Change

WAREHOUSE/RECEIVING DEPT, 3041 W AVENUE K, LANCASTER, CA, 93536-5402, United States

Deliver to multiple addresses

Business Credit Account (formerly Pay by Invoice) Change

Use a gift card, voucher, or promo code

- ii. In the “Deliver To:” field, type your name and PO #, ensure the box “Enter your name & REQ # in the Deliver To above” is selected, and click “**Deliver to this address.**”
Note: If you have multiple delivery locations on the same PO you will need to enter the room # in the shipping address (Ex. A. Musial P220730, A154)

Select a delivery address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

Group Antelope Valley College addresses

Enter your name & REQ # in the Deliver To above
 WAREHOUSE/RECEIVING DEPT, 3041 W AVENUE K, LANCASTER, CA, 93536-5402, United States, Phone: 6617226310
[Edit address](#) | [Edit delivery preferences](#)

Antelope Valley College
 ATTN WAREHOUSE/RECEIVING DEPT, 3041 W AVENUE K, LANCASTER, CA, 93536-5402, United States, Phone: 6617226310
[Edit address](#) | [Edit delivery preferences](#)

[Add a new delivery address](#)
[Deliver to multiple addresses](#)

Deliver to this address

Business Order Information Change

PO number: P260201
 Department: Mailroom & Duplication
 Requisition #: P260201

Delivering to A. Musial P250022 Change

WAREHOUSE/RECEIVING DEPT, 3041 W AVENUE K, LANCASTER, CA, 93536-5402, United States

Deliver to multiple addresses

Business Credit Account (formerly Pay by Invoice) Change

Use a gift card, voucher, or promo code

d. Payment Method

- i. This will default to “**Business Credit Account (formerly Pay by Invoice)**”

- e. Review Items and Submit
 - i. Choose a delivery option (Select free shipping when applicable)
 - ii. Confirm item details and quantities
 - iii. Click **“Place your order”**

NOTE: *Once an order is submitted for approval on the Amazon Site, it is only held for 7 calendar days. It is the responsibility of the Requester to ensure that their order is approved in a timely manner and to track the required approvals.*

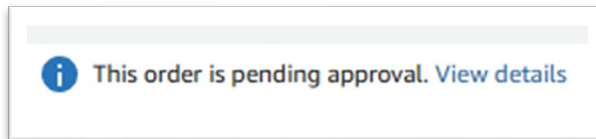
Managing your Amazon order

Order Confirmation

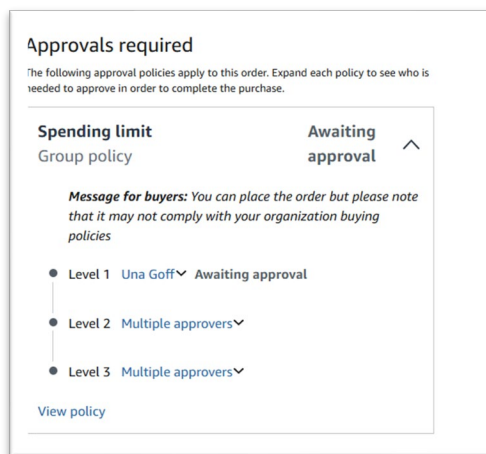
- After you submit your order, you will receive an email confirmation with the order details.
- Once your order is fully approved, you will receive another email from Amazon with the notification.

Approval History/Approval Tracking

- a. You can view your order approval history/tracking details by clicking on “Your Orders” while hovering over your name in the upper right hand corner.
- b. Locate the applicable order in the list.
- c. Approvals
 - a. Click “View details” next to “This order is pending approval” to view approval history



- b. Click on the drop down arrow next to “Awaiting approval”



- d. Tracking
 - a. Click “Track Package” to view the tracking history

Approving Amazon Orders

Once an Amazon order is submitted, Approvers (such as Fiscal, Purchasing, and Supervisors) will receive an email from Amazon requesting their review and approval of the submitted order.

- a. Click on the “Approve or Reject This Order” button in the email.
- b. Review the request to ensure it aligns with the approved PO and District policy.
- c. Click “Approve” or “Reject” as applicable; if selecting “Reject” add comments for the Requesters review.
- d. If the order is approved, the approver will be taken to a “Request details” page outlining the order information.

Important Reminders

- Orders submitted in Amazon are held for only 7 calendar days.
- It is the Requester's responsibility to ensure timely approval from all required approvers

Business Cards

Purchase requests for Business Cards must be accompanied by a completed Business Card Order Form which can be found on the Purchasing

See “Business Card Order Form” located on the forms page of the Purchasing and Contracts Website:

 <https://www.avc.edu/purchasing-and-contracts/forms>

Facilities Involved Procurement (Furniture, Equipment, Install, Repair, Maintenance)

These guidelines are to assist District staff in processing purchases that involve Facilities approval. Each request is unique and should be assessed case-by-case. Facilities must be consulted prior to initiating any requisition.

Types of Purchases Requiring Facilities Approval

1. Requests Involving:
 - a. Access or egress (entry/exit) considerations
 - b. Installation
 - c. On-site maintenance or repair work
2. Equipment/Materials That:
 - a. Require utility connection beyond 120v single phase and/or over 15 amps
 - b. Require installation, including wall/floor mounting
 - c. Occupy floor space without wheels
 - d. Require additional counter space
 - e. Are over 4 feet tall or over 2,000 lbs
 - f. Are affixed or mounted to surfaces

3. Furniture, including:
 - a. Chairs
 - b. Desks
 - c. Tables
 - d. Cabinets
 - e. Filing cabinets
 - f. Bookcases
 - g. Podiums
 - h. Wall-mounted clocks
 - i. Floor mats
 - j. Bulletin/dry-erase boards
4. Signage, including:
 - a. Nameplates
 - b. Directory/information signs
 - c. Wall-mounted or exterior signs
5. Services, such as:
 - a. Maintenance or repair
 - b. Installation
 - c. Construction
 - d. Demolition
 - e. Workspace alterations

Procedures by Type of Facilities Purchase

Purchase WITHOUT Installation or Maintenance/Repair

1. Requester submits a completed FAIR (Facilities Approval & Information Request) form with supporting documents (SOW, quotes) to Facilities.
2. Facilities reviews and replies with approval email.
3. Requester submits REQ with:
 - a. Facilities approval email
 - b. Other documents from the [Requisition Checklist & Bid Limits](#) document

Purchase WITH Installation Performed by Vendor

(Under CUPCCA Informal Bid Limit, PCC 22032, or under PCC 20651 Formal Bid Limit if maintenance work)

1. Requester follows the Request for Contract (RFC) Process.
2. Requester submits completed FAIR form with supporting documentation (SOW, quotes) to Facilities.
3. Facilities provides approval
4. Requester submits REQ with

- a. Facilities approval email
 - b. Other documents from the [Requisition Checklist](#)
5. Facilities/Purchasing (as applicable) provides:
- i. PWC-100, if applicable:
 1. ≥ \$25,000 for Public works
 2. ≥ \$15,000 for Maintenance

Purchase WITH Installation Performed by Facilities

1. Requester submits completed FAIR form with supporting documentation (SOW, quotes) to Facilities.
2. Facilities replies with approval email.
3. Requester submits REQ with:
 - a. Facilities approval email
 - b. Other documents from the [Requisition Checklist](#)

Maintenance/Repair Work Performed ON Campus by Vendor (Under Formal Bid Limit)

1. Requester follows the Request for Contract (RFC) Process.
2. Requester emails Facilities Services with:
 - a. Scheduled service date
 - b. Vendor's COI
3. Requester submits REQ with:
 - a. Facilities approval email
 - b. Other documents from the [Requisition Checklist](#)
4. Facilities/Purchasing (as applicable) provides:
 - i. PWC-100, if applicable:
 1. ≥ \$25,000 for Public works
 2. ≥ \$15,000 for Maintenance

Additional Resources

For guidance on capitalization of tangible assets and/or classifying supplies vs equipment, see the Financial & Fiscal Services website:

 <https://www.avc.edu/financial-fiscal-services/accounting>

Food

The District's Fiscal Services department has strict guidelines regarding the allowability and purchase of food.

Standing PO's for Food or Catering Services under a 4710 or 5100 account code must be entered for each event.

See “Program/Event” documents and forms located on the Financial & Fiscal Services website:

 <https://www.avc.edu/financial-fiscal-services/accounting>

Gift Card Purchases

The District’s Fiscal Services department has strict guidelines regarding the allowability, purchase, and distribution of Gift Cards.

See “Gift Card Distribution Policy-Procedures” located on the Financial & Fiscal Services website:

 <https://www.avc.edu/financial-fiscal-services/accounting>

Hospitality Expenditures

The District’s Fiscal Services department has strict guidelines regarding the allowability, purchase, and distribution of food, gifts, awards and promotional items.

See “Hospitality Expenditures” on the Financial & Fiscal Services website:

 <https://www.avc.edu/financial-fiscal-services/accounting>

Ink and Toner Purchases

The following are procedures on how to order ink and toner for equipment not covered under a Service Agreement:

Ink Cartridges

Ink cartridges purchased for District machines not covered under a Service Agreement must be OEM (original equipment manufacturer).

Toner Cartridges

Toner cartridges purchased for District machines not covered under a Service Agreement (such as Canon copiers) must be OEM or OEM compatible.

Purchases

Cartridges can be purchased by one of the following ways:

- Department's open PO for Office Depot or other applicable vendor
- Requester submitting a REQ for specific purchase through selected vendor

International Vendors

Departments who wish to use an international vendor must ensure the following prior to submitting a Requisition (REQ):

Revised: 06/18/2026

1. Justification for selecting an international vendor
2. Vendor must accept credit card for payment; Use Virtual Mastercard as your vendor and note the actual vendor name in the document text
3. Vendor must provide clear and fair shipping and return policies; this is to be uploaded to your REQ
4. Overall customer reviews of vendor must be positive; this is to be uploaded in Onbase for your REQ
5. Vendor must provide email and phone # for contact information; this is to be included in the document text
6. Vendors W-8/W-9 form must be uploaded in Onbase for your REQ.

Please contact purchasing@avc.edu should you have any questions.

IT Purchases

Certain purchases related to information technology must be reviewed and approved by the Executive Director of Information Technology Services (ITS). This ensures consistent District standards.

Approval Requirement

The following purchases require documented approval from the Executive Director of ITS (this list is provided as examples for convenience and is not exhaustive—please confirm with the Executive Director if you are unsure):

- Hardware:
 - Monitors/Displays (e.g., LCD, TV, Digital Messaging Boards)
 - Laptops
 - Phones/Phone Headsets
 - Desktop Computers & Thin Clients
 - Tablets & Smart Devices
 - Handheld & Desktop Scanners
 - Network Hardware (e.g., Wireless Access Points, Routers, Switches, Hubs, Network)
 - Network Interface Cards (NIC, USB NIC)
 - Cables (e.g., RJ-45 & RJ-11, Cat 5, Cat 5e, Cat 6, USB, VGA, DVI, HDMI)
 - Scientific equipment requiring network connectivity, or connectivity to college systems
 - Printers/Copiers/Fax
 - Projectors/Projection Equipment
 - Document Cameras
 - Interior or Exterior Cameras

- Card Readers
- Any Hardware Maintenance or Repair (excluding leased copier maintenance and repair)
- Software
 - Any Software
 - Any Maintenance Agreement /Licensing
- External Technology Services/Vendors
 - Hosted agreements
 - Cloud Services
 - Website Use/Access
 - Custom Programming/Program Development
 - Consulting Agreements Related to College Technology, Learning Systems, Enterprise Systems
 - Technology Partnerships with other institutions.
 - Any contract that has any component relating to IT Requirements

NOTE: If the IT equipment to be purchased needs any kind of installation (or relocation), a Facilities Alternation and Improvement Request form (FAIR) is also required. Please [click here](#) for information.

Approval Process

Below is a workflow process to facilitate IT Purchases for the District. This process applies to all IT related purchases. If you've already obtained a quote and only require IT's approval, please email your requested approval to help@avc.edu.

1. Requester emails ITS at help@avc.edu with the IT related requirements and provides budget requirements.
2. ITS will work with vendors and Requester to refine specifications and begin quote gathering.
3. ITS will email quotes to applicable ITS approver.
4. ITS approver will review the quotes and either approve or disapprove.
 - a. If disapproved:
 - i. Reply to email with change in requirements and ITS will work with vendors again.
 - OR
 - ii. Reply back to Requester with reason why request has been denied.
 - b. If approved:
 - i. ITS approver emails approval.
5. ITS emails final quote and ITS approval to Requester.
6. Requester reviews quote and either approves or disapproves.
 - a. If disapproved:
 - i. Reply to email with change of requirements and ITS works with vendors again.
 - OR

- ii. Reply back to email stating request is no longer valid.
- b. If approved:
 - i. Requester proceeds in submitting REQ with supporting documentation uploaded in Onbase.
 - ii. Request will now follow Requisition workflow process and PO workflow process.

Marketing & Publication Purchases

Certain purchases related to branding, marketing, and public communications must be reviewed and approved by the Executive Director of Public Information & Marketing (PIO/Marketing). This ensures consistent branding and alignment with District-wide messaging.

Approval Requirement

The following purchases require documented approval from the Executive Director of PIO/Marketing (this list is provided as examples for convenience and is not exhaustive—please confirm with the Executive Director if you are unsure):

- Printed materials containing the District’s name, logo, or branding
- Supplies/Equipment used to imprint (Cricket, heat presses, etc.)
- Branded merchandise or promotional items
- Advertising purchases, including but not limited to:
 - Radio ads
 - Billboard placements
 - Newspaper ads (excluding HR recruitment or Business Services legal announcements)
 - Digital ads (e.g., website banners, electronic billboards, social media ads)
 - Event sponsorships
- Signage requests **not** requiring Facilities Approval for Installation Request (FAIR), such as:
 - Directory signage
 - Informational wall-mounted signs

Approval Process

1. Prior to submitting a Requisition, obtain written approval (email or signed document) from the Executive Director of PIO/Marketing.
2. Upload the approval into OnBase with your Requisition as supporting documentation.
3. Purchasing will review the Requisition and the attached documentation.
4. If there are any questions or if the approval is unclear, Purchasing will consult the Requester and/or Executive Director of PIO/Marketing for clarification.

Additional Resources

For branding guidelines, templates, and more information, visit the Marketing & Public Information website:

 <https://www.avc.edu/marketing-and-public-information/marketing-requests>

For FOAP guidance see “Promotional Items Guidance” on the Financial & Fiscal Services website:

 <https://www.avc.edu/financial-fiscal-services/accounting>

Memberships

Memberships paid in whole or in part with District Unrestricted funds are allowable for the following under a Banner Requisition:

- Institutional/District Memberships
- Department Memberships
- Athletic Memberships required for competition participation
- Individual Membership required to hold their position at the District (ex. certification for employees)

Memberships paid in whole by the following are also allowable (using guidelines above):

- Memberships paid in whole by Auxiliary funds using and Auxiliary Requisition
- Memberships paid in whole by allowable Restricted/Categorical funds using a Banner Requisition.

Office Depot (Office Supplies)

To streamline the ordering of general office supplies while maintaining appropriate oversight and accountability, all Office Depot purchases must follow the procedure outlined below.

Standing Purchase Order Requirement

1. All Requisitions for Office Depot must be submitted as a Standing (Open) Purchase Order (PO).
2. The Requisition must include the following:
 - a. Commodity Description: "Office Depot Standing PO"
 - b. Document Text:
 - i. *Note:* “Allowable purchases under approved FOAP and District policy”
 - ii. Names of authorized users (*Note:* a Procurement Card/Standing PO Agreement must be on file with Purchasing for each user)
 - iii. Name of the approving Director/Dean
 - iv. Effective period of the PO (e.g., July 1, 2024 – June 30, 2025)

- c. Due Date: Must be the last day the Standing PO will be valid—no later than June 30 of the current Fiscal Year

PO Activation & User Setup

1. Once the Requisition is processed into a PO:
 - a. Within approximately 2 business days, Purchasing will load the PO into the Office Depot ordering portal.
 - b. New users will receive login credentials via email from Office Depot.

Ordering Procedure (Office Depot Portal)

- Login at <https://business.officedepot.com>
- Add approved/allowable items to your cart
- Click Check Out
- Review your cart and select Put This Order On Hold
- Orders placed on hold are routed for approval:
 - a. First to the Director/Dean listed on the PO
 - b. Then to the assigned Fiscal Services Representative
 - c. Lastly to the Buyer for final review and release
- After Items Are Received: Submit OK to Pay
- Once all or partial items are received, you must notify Accounts Payable (AP) in one of two ways:
 - a. Option 1:
 - i. Forward the order confirmation email from Office Depot to: accounts_payable@avc.edu
 - ii. Indicate: That all items were received and it's OK to Pay Or list which specific items were received and confirm if payment is approved
 - b. Option 2:
 - i. Mark the Office Depot packing list with:
 1. Items received
 2. "OK to Pay" notation
 3. Initials of the responsible person
 4. Forward the marked packing list to AP

Warehouse Requisition Requirement

These items must be ordered through the Warehouse, not via Office Depot Standing PO:

- Batteries
- Facial tissue
- Copier paper (all types/sizes)
- File storage boxes

- Preprinted paper (e.g., letterhead, envelopes)

Itemized Requisition Requirement

Do not order the items below using your Office Depot PO. Submit a separate Requisition instead:

- IT equipment
- Furniture and equipment requiring Facilities approval
- AVC-branded/imprinted items

Prohibited Purchases

The following are NOT allowed on an Office Depot PO:

- Personalized items (e.g., monogrammed materials)
- Gifts or gift cards
- Breakroom supplies (e.g., coffee, snacks, plates)
- Personal purchases
- Excessively expensive or luxury office items where reasonable alternatives exist

Policy Violation Consequences

Individuals that violate this policy may face the following:

- Revocation of Office Depot access
- Financial responsibility for unapproved purchases

Out-of-State Vendors

Unless an exemption or waiver applies, the District is required to withhold and remit a state-mandated percentage of payments to out-of-state vendors for services physically performed in California once total calendar year payments exceed the state regulatory threshold (California Revenue and Taxation Code Section 18662). This applies to individuals who are not California residents and to corporations, partnerships, and LLCs that do not have a permanent place of business in California or are not qualified to do business through the Secretary of State.

When a vendor's W-9 shows an out-of-state address, Purchasing will send the vendor a Tax Withholding Requirement Notice and request one of the following before a PO can be processed:

- CA Form 590 (Withholding Exemption Certificate), if the vendor qualifies for an exemption
- CA Form 587 (Nonresident Withholding Allocation Worksheet), if the vendor performs work both inside and outside California
- A withholding waiver from the California Franchise Tax Board (filed by the vendor using CA Form 588)

Procurement Cards

Overview

Procurement cards are physical credit cards available for short-term, in-person purchases of \$200 or less (unless otherwise preapproved). These are housed and managed by the Purchasing Department.

Available P-Cards

1. Chevron – Managed by Campus Events
2. Costco – Requires use of District Costco membership card and a Standing PO
3. Home Depot – CMS employees only
4. Lowes – CMS employees only

Prohibited P-Card Purchases

Do not use P-Cards for the following:

1. Purchases outside the scope of the approved Standing PO
2. Personal purchases
3. Furniture and equipment (unless Facilities approval provided in advance to Purchasing)
4. Gift cards/certificates
5. Gratuities, gifts
6. IT equipment (computers, printers, etc. unless IT approval provided in advance to Purchasing)
7. Alcohol, tobacco, or any item violating District policy or law
8. Capital equipment
9. Non-Pepsi beverages
10. Any item deemed unauthorized by Purchasing

Misuse of P-Card, including missing or late submission of receipts and approvals, may result in suspension or revocation of card privileges, as well as potential disciplinary action

Reservation & Checkout Process

1. Submit a Requisition for a Standing PO (refer to Standing PO guidelines).
2. Email: purchasing@avc.edu to reserve a card (date/time).
3. To checkout the P-Card at the Purchasing Department, present:
 - a. Your AVC ID
 - b. A copy of the approved PO
 - c. A Shopping List is encouraged, but not required.

Purchases Which Meet or Exceed the Formal Bid Limit

As a public entity in the State of California, the District must adhere to state-mandated bidding thresholds (found within the [Requisition Checklist & Bid Limits](#) section of this manual) and procedures for the procurement of services, materials, and public works projects.

The District uses a variety of solicitation methods depending on the nature of the procurement, applicable public contracting laws, and the project scope. The primary types of solicitations include:

Request for Bids (RFB)

Also known as: Invitation for Bids (IFB)

- Purpose: Used when the District is seeking the lowest responsive, responsible bidder based on defined specifications. Price is the primary evaluation factor.
- Legal Authority:
 - PCC § 20651 – For equipment, materials, supplies, and services (including maintenance) above the bid threshold.
 - CUPCCAA – For public works and maintenance projects (as elected), above the formal bidding thresholds.
- Common Examples:
 - Construction and renovation (CUPCCAA)
 - Custodial or landscaping services (CUPCCAA)
 - Purchase of furniture or equipment (PCC § 20651)
 - Facility maintenance services (PCC § 20651 or CUPCCAA)
 - Use when: The scope is clearly defined and price is the deciding factor.

Request for Proposals (RFP)

- Purpose: Used when the District is seeking the best overall value based on multiple evaluation criteria, such as experience, technical approach, qualifications, and cost.
- Legal Authority:
 - PCC § 20651
- Common Examples:
 - Architectural and engineering services (if not using RFQ)
 - Technology or software services
 - Consulting services

Request for Qualifications (RFQ)

- Purpose: Used to prequalify firms or individuals based on their experience, certifications, past performance, and capacity. Cost is not evaluated at this stage.
- Legal Authority:
 - PCC § 20651

- Common Examples:
 - Prequalification for architectural and engineering firms
 - Legal services
 - Construction management firms
 - Inspector of Record (IOR) services
 - Use when: You need to create a pool of qualified professionals to solicit informal proposals or bids from. Typically done prior to a bond to establish pool for various construction services.

PlanetBids

The District utilizes PlanetBids to advertise and manage all formal and informal bidding opportunities. Vendors and contractors interested in participating in a formal or informal bid must register with PlanetBids to view and respond to current solicitations.

All bid announcements, specifications, addenda, submissions, results, etc. are managed through this platform.

 <https://www.avc.edu/purchasing-and-contracts/bid-opportunities>

Timeline

Timeline for procurements under formal bidding requirements can be found in Exhibit 2, Procurement Process for Purchases At or Above the Bid Threshold.

Standing (Open) Purchase Orders

A Standing Purchase Order (PO)—also referred to as an Open or Blanket PO—is used to streamline the acquisition of goods and services that are recurring, low-cost, and difficult to quantify in advance. This policy ensures accountability and transparency in the procurement process while maintaining compliance with District policy, Public Contract Code, and Fiscal Year constraints.

Standing POs allow employees to make repetitive purchases for non-instructional and instructional supplies, minor services, leases, and maintenance contracts within a single Fiscal Year (July 1 – June 30).

Standing POs:

1. Do not roll over across Fiscal Years—all purchases must be made prior to the Fiscal Services End-of-Year (EOY) deadline, regardless of the PO’s listed expiration date.
2. Must be requested annually via a new Banner Requisition.
3. Are restricted to the items falling under the description on the Standing PO and approved dollar amount—Requesters are responsible for tracking expenditures and must not exceed the approved limit.

4. Can only be used by employees authorized on the Standing PO who have a Procurement Card/Standing Purchase Order Agreement on file with Purchasing.

Allowable Uses

Standing POs may be used for:

1. Instructional or non-instructional supplies
2. Low-cost, miscellaneous goods
3. Contracted services (e.g., lease/rental agreements, maintenance contracts)

Prohibited Uses

Standing POs may not be used for:

1. Purchases outside the scope of the approved Standing PO
2. Personal purchases
3. Furniture and equipment (unless Facilities approval provided in advance to Purchasing)
4. Gift cards/certificates (unless allowable under the District's Gift Card Policy)
5. Gratuities, gifts
6. IT equipment (computers, printers, etc. unless IT approval provided in advance to Purchasing)
7. Alcohol, tobacco, or any item violating District policy or law
8. Capital equipment
9. Non-Pepsi beverages
10. Any item deemed unauthorized by Purchasing

Standing PO's for Food or Catering Services under a 4710 or 5100 account code must be entered for each event.

Misuse of a Standing PO, including missing or late submission of receipts and approvals, may result in suspension or revocation of Standing PO privileges, as well as potential disciplinary action.

Requisition Requirements

All Requisitions for a Standing PO must include:

1. Commodity Description: Clearly state "Standing PO"
2. Delivery Date: June 30th of current Fiscal Year
3. Account Codes: Ensure compliance with object codes and exclusions (e.g., no V-Card purchases under 5XXX account codes)
4. Document Text to include:
 - a. Names of authorized purchasers
 - b. Description of items/services covered
 - c. Effective period (e.g., July 1, 2024 – June 30, 2025)

- d. Any supporting info or cross-references to Onbase attachments

Quote Requirements

1. Submit three (3) quotes for items that the Standing PO will cover, in alignment with the [Requisition Checklist](#).
2. Exception:
 - a. If three or more POs are submitted for vendors in the same trade, and prices are consistent and fair, quotes may not be required—but consult Purchasing for confirmation.

Purchase Approval (Post-Order)

- Department Supervisor (Director level or above) must review all purchases.
- The “OK to Pay” must be sent to accounts_payable@avc.edu (or for Auxiliary Standing POs to auxiliary.requests@avc.edu) either by:
 - a. Forwarding a receipt or order confirmation email with an approval reply, or
 - b. Initialing a hard copy receipt
- For Office Depot and Amazon orders, this approval is built into the existing process.

Urgent Request Processing

The Purchasing Department acknowledges that urgent requests may arise unexpectedly. However, these should be rare exceptions. Frequent urgent submissions disrupt the workflow and overall operations of Purchasing, Fiscal, and multiple approvers, delaying the processing of other pending requisitions and critical tasks.

To minimize these disruptions and maintain efficient service for the entire District, urgent requests must be reserved for essential, time-sensitive needs only. Requesters are strongly encouraged to plan ahead and submit Requisitions with ample lead time. For all standard, non-contracted purchases, 1-2 weeks lead time is recommended to allow for internal approvals and completion of a PO.

An urgent request is a purchase that:

- Is not a health or safety emergency (those follow separate emergency procurement protocols),
- Cannot be reasonably postponed, and
- Requires expedited processing due to unforeseen or critical circumstances impacting District operations, programs, or services.

Procedure for Submitting an Urgent Request

If an urgent request exists, please email purchasing@avc.edu with the following information:

Revised: 06/18/2026

1. Subject: Urgent Requisition # RXXXXXXX
2. Body:
 - a. Description of the item(s) being requested
 - b. Requested delivery date or deadline
 - c. Reason the request is urgent

The assigned Buyer will respond with a course of action.

Important Reminders

- Submitting a request as “urgent” does not guarantee same-day or next-day processing.
- Urgent requests should be the exception, not the norm.
- Frequent or repeated urgent requests from a department may trigger a review of planning and procurement practices.
- Purchasing reserves the right to decline urgency processing if the request does not meet the outlined criteria.

Best Practices for Avoiding Urgent Requests

- Monitor program calendars and activity timelines
- Submit Requisitions with supporting documents a minimum of 3-4 weeks in advance
- Communicate with assigned Buyer regularly
- Use Standing POs when appropriate for repetitive purchases
- Establish departmental protocols to track recurring needs

Vehicle Purchases

Vehicle purchases require coordination between the requesting department, Purchasing, and Facilities. All vehicles must be purchased through an approved Purchase Order (PO).

Purchase Process

The Requester must complete the following steps to initiate and finalize a vehicle purchase:

1. Obtain written approval from Facilities prior to submitting a requisition.
2. Submit a REQ in Banner with all supporting documentation uploaded into OnBase per the [Requisition Checklist](#).
3. The Buyer will process the PO once the REQ is fully approved in Banner.
4. The Requester must inform the dealer that the District is exempt from registration fees per California Vehicle Code §9103 or §9101. The Requester must communicate this to the dealership prior to finalizing the sale.
5. The District President or authorized delegate signs the purchase agreement in hardcopy.
6. The signed agreement is scanned and emailed to purchasing@avc.edu.

7. The signed agreement is returned to the dealership along with the payment check. The Requester is responsible to ensure that their supervisor's ok to pay is provided to Accounts Payable to process the check.
8. The vehicle must be received through the District Warehouse. This is to ensure proper documentation of receipt and entry into the District's asset management system.
9. Once the vehicle title is received, a scanned copy is sent to the Facilities Director to process and surrender plates to the DMV (operational or non-operational, as applicable). The original title is stored in Business Services.

Vehicle Registration Fee Waiver

The District is exempt from DMV registration fees under California Vehicle Code §9103 or §9101. If the District receives a vehicle registration notice from the DMV, the form should be submitted to Facilities (cc Purchasing) for processing through the DMV. A Statement of Facts (REG 256) or other documents may be required to waive the fee.

Virtual Cards (V-Cards)

Overview

A V-Card is a temporary, virtual credit card issued by the Purchasing Department for vendors that accept card payments. V-Cards may only be used for purchases tied to an approved Standing Purchase Order.

Compliance & Restrictions

Do not use V-Cards for the following:

1. Purchases for Services, Software, or any Account Code starting with 5XXXX (example: account codes 5100 or 5310).
2. Purchases outside the scope of the approved Standing PO
3. Personal purchases
4. Furniture and equipment (unless Facilities approval provided in advance to Purchasing)
5. Gift cards/certificates
6. Gratuities, gifts
7. IT equipment (computers, printers, etc. without IT approval provided to Purchasing in advance)
8. Alcohol, tobacco, or any item violating District policy or law
9. Capital equipment
10. Non-Pepsi beverages
11. Any item deemed unauthorized by Purchasing

Be aware of the following:

1. All items must be shipped to and received by the District Warehouse.
2. The following may result in suspension or revocation of card privileges, as well as potential disciplinary action:
 - a. Missing or late submission of receipts and approvals.
 - b. Improper use of a V- Card

Requesting a V-Card

1. Discuss purchase with your Buyer to confirm V-Card eligibility.
2. Submit a Requisition with:
 - a. Vendor #: 900342610 (Virtual Plus Mastercard)
 - b. Document Text:
 - i. Vendor Name(s)
 - ii. Description of Items (by vendor if multiple vendors)
 - iii. Max # of transactions
 - iv. Date range (within Fiscal Year)
 - v. Authorized User (receives card info) – ensure that each authorized user has a Procurement & Virtual Card/Standing PO Agreement on file with the Purchasing Department.
 - c. Unit Price: Total purchase cost (tax, freight included)
 - d. Attach supporting documentation per [Requisition Checklist](#) including vendors W9/W8.

Shipping & Billing Information

1. Shipping Address:
 - a. Name: Antelope Valley College or AVC
 - b. Attention: Warehouse
 - c. Address: 3041 W Avenue K, [PO#], Lancaster, CA 93536
2. Phone: 661-722-6310
3. Billing Address:
 - a. Name: AVC District
 - b. Address: 3041 W Avenue K, Lancaster, CA 93536
 - c. Phone: 661-722-6309

For vendors that require a credit card authorization form, the authorized user must complete and submit the form using the above billing details.

Receipts and Payment Authorization

1. Immediately upon purchase, forward all confirmations/receipts to:
 - a. accounts_payable@avc.edu (or for Auxiliary Requests to auxiliary.requests@avc.edu)

- b. purchasing@avc.edu
 - c. warehouse@avc.edu (for tangible goods)
2. Within 3 business days of receipt of goods/services:
 - a. Approver must send the “OK to Pay” to: accounts_payable@avc.edu
 - b. Forward original receipts to the accounts_payable@avc.edu (or for Auxiliary Requests to auxiliary.requests@avc.edu), as applicable

Virtual Travel

All Virtual Travel (webinars, trainings, etc.) is to be entered as a Requisition in the Banner system using account code 5240. A Pre-Approval and/or Expense Report entered into Emburse Enterprise (fka Chrome River) is NOT needed .

For additional information, please view the District’s Employee Travel Policy and Procedures manual on the Travel website.

 <https://www.avc.edu/purchasing-and-contracts/travel>

Miscellaneous

Deliveries (Freight and Large Orders)

As noted in Exhibit 1 and 2 of this manual, all tangible items are to be delivered by the Vendor to the District Warehouse. District Warehouse will receive, process, and deliver in accordance with District Policy and instructions provided by Requester on the Requisition.

The following outlines the responsibilities and procedures for managing freight or large deliveries (items weighing 4,000 lbs or more) to ensure efficient, secure, and safe handling across the District.

District Staff Responsibilities

To avoid delivery delays, equipment shortages, or warehouse congestion, District staff must:

1. Notify the Warehouse
 - a. Send an email to warehouse@avc.edu when purchasing any items that weigh 4,000 lbs or more.
 - b. Include the PO or Requisition number, item description, and estimated delivery date (if available).
 - c. This notification should occur at the time the Requisition (REQ) is entered or earlier if possible.
2. Coordinate Department Readiness
 - a. Ensure sufficient space is available within the requesting department to receive and store the delivery.

- b. Communicate internally with team members regarding the anticipated delivery timeline and placement logistics.

Vendor Responsibilities

All vendors delivering freight or large items must:

1. Schedule a Delivery Appointment with the Warehouse
 - a. Contact the Warehouse at (661) 722-6609 or warehouse@avc.edu to schedule a delivery appointment in advance of arriving on campus.
 - b. Failure to schedule may result in refused or rescheduled delivery at the vendor's expense.
2. Provide Delivery Details
 - a. Share the PO number, estimated weight of the shipment, and whether special handling equipment is required.
 - b. Include any tracking or bill of lading information, if available.

Why Notification & Scheduling Are Important

Advance notice and appointment scheduling allow the Warehouse team to:

1. Arrange for special equipment (e.g., heavy-duty forklifts, cranes)
2. Ensure sufficient staffing for safe unloading and handling
3. Coordinate with departments on space readiness and item placement
4. Maintain safe and secure campus operations
5. Provide an efficient experience for delivery drivers

Questions or Clarifications

For further guidance, contact:

- Warehouse Operations: warehouse@avc.edu | (661) 722-6609

For additional information on deliveries, please visit the Warehouse website:

 <https://www.avc.edu/purchasing-and-contracts/warehouseceiving>

Returns/Order Issues

General Guidelines

1. Most items may be returned within 30 days of receipt if unopened and in original packaging.
2. Return policies vary by vendor—some may charge restocking fees or may not accept returns at all.
3. Do NOT send returns through interoffice mail or bring them to the Purchasing Department or Warehouse without prior approval from Purchasing.

4. Never initiate a return directly with a vendor. A Return Material Authorization (RMA) is often required and must be obtained through Purchasing.
5. Failure to follow this procedure will delay credits and/or replacement of items.

Return Process

1. Contact Purchasing
 - a. Call Purchasing at ext. 6310 or email purchasing@avc.edu.
 - b. Include the PO number, item description, and reason for return.
2. Purchasing Coordinates Return
 - a. Purchasing will contact the vendor to obtain return authorization (e.g., RMA).
 - b. You will be advised on return instructions, documentation, and packaging requirements.
3. Warehouse Pickup (if applicable)
 - a. If vendor authorization is obtained, Warehouse staff will be notified and may arrange for pickup of the item(s) to be returned.
4. Accounts Payable Notification
 - a. Accounts Payable will be informed of the pending return and coordinate invoice credits or adjustments.

Reporting Order Issues

All product issues (wrong item, damaged item, missing item, etc.) must be reported immediately upon receipt.

1. Issue Resolution Process:
 - a. Notify Purchasing
 - i. Call ext. 6310 or email purchasing@avc.edu.
 - ii. Include:
 1. PO number
 2. Detailed description of the issue
 3. Your preferred resolution (e.g., exchange, refund, substitution)
2. Purchasing Investigates
 - a. Purchasing will contact the vendor and coordinate options to resolve the issue.
 - b. Updates and instructions will be communicated to the department.

Key Reminders

1. Returns without authorization may be rejected or result in loss of refund.
2. Timely communication is essential to avoid additional charges or delays.
3. All supporting documentation must be uploaded to OnBase if required for follow-up.

Sales Tax Information

Sales and Use Tax Overview

1. The current sales tax rates in California can be found at:
<https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>
2. Sales tax applies to most retail sales of tangible personal property within California.
3. Use tax applies when tangible items are purchased from out-of-state vendors and used in California.
4. The sales tax rate is the same as the use tax rate.
5. Use tax must be calculated and paid when applicable, especially for non-California vendors not collecting California sales tax.

What's Taxable

1. Taxable Purchases Include:
 - a. Office supplies
 - b. Furniture
 - c. Electronics
 - d. Equipment
 - e. Tangible goods resulting from services (e.g., printed materials, fabricated items)
 - f. Physical copies of software (e.g., CD, USB)
2. Taxable Labor or Services:
 - a. Services resulting in tangible personal property (e.g., engraving, printing, fabrication)
3. Non-Taxable/Exempt Purchases:
 - a. Rentals of linen supplies
 - b. Electronically delivered software (with no physical media transferred)
 - c. Services not resulting in tangible property

For additional exemptions, refer to Publication 61 – Sales and Use Taxes: Exemptions and Exclusions

<https://www.cdtfa.ca.gov/formspubs/all-forms-and-publications.htm>

Shipping, Delivery, and Handling Charges

1. Shipping/Delivery Charges – Non-Taxable When:
 - a. Delivery is made via common carrier, U.S. Mail, or independent contractor
 - b. Delivery is separately stated on the invoice
2. Shipping/Delivery Charges – Taxable When:
 - a. Delivered using a vendor's personal vehicle
 - b. Not separately stated on the invoice
 - c. There is no pre-sale contract transferring ownership before delivery
3. Handling Charges – Generally Always Taxable
 - a. Even when listed separately

- b. When combined with shipping (e.g., "shipping & handling"), the handling portion is taxable
4. Combined Charges:
 - a. If "shipping & handling" is listed as a single charge, the handling portion is taxable
 - b. Vendors should clearly itemize "shipping" or "postage" separate from "handling"

Important Notes

- Ensure quotes and invoices from vendors itemize delivery charges to potentially avoid tax on qualifying delivery costs.
- For out-of-state vendors, verify if use tax applies.
- When processing requisitions or purchase orders, identify non-taxable items and provide appropriate documentation in OnBase.
- When in doubt, contact Purchasing or refer to the California Department of Tax and Fee Administration (CDTFA) resources.

Resources

- Publication 61 – Exemptions and Exclusions:
<https://www.cdtfa.ca.gov/formspubs/all-forms-and-publications.htm>
- Publication 100 – Shipping and Delivery Charges:
<https://www.cdtfa.ca.gov/formspubs/pub100/>
- Regulation 1628 – Transportation Charges:
<https://www.cdtfa.ca.gov/lawguides/vol1/sutr/1628.html>
- CDTFA Information Center: 1-800-400-7115

Contracts

Guidelines

Governing Authority: BP 6100 Delegation of Authority; AP 6100 Delegation of Authority; BP 6150 Designation of Authorized Signatures; AP 6150 Designation of Authorized Signatures; BP 6330 Purchasing; AP 6330 Purchasing; BP 6340 Bids and Contracts; AP 6340 Bids and Contracts; AP 6360 Contracts: Electronic Systems and Materials; AP 6365 Contracts: Accessibility of Information Technology; AP 6370 Contracts: Personal Services; BP 6380 Vendors; AP 6380 Vendors.

Authorized Signatory: The Superintendent/President is the sole authorized signatory for contracts on behalf of the District (BP 6100; BP 6150; BP 6340). The Superintendent/President may delegate signature authority to the Chief Business Official or other designees consistent with AP 6100 and AP 6150, as reflected in the current Organizational Report. No contract constitutes an enforceable obligation against the District until it has been approved or ratified by the Board of Trustees.

The Board of Trustees requires Requesters to complete and submit a Request for Contract form (RFC) or Request for Contract Amendment Form (RFA) to purchasing@avc.edu for transactional-related contracts, renewals, amendments, MOUs, non-standard contracts, review and/or negotiation, etc.

The 3 main goals of the RFC and RFA are to:

1. Allows administrators in the requested department to review the request to ensure that it is consistent with the mission and goals of the District;
2. Provide necessary details of the agreement so the Purchasing & Contracts department can draft/review the agreement; and
3. Allow for review and approval by specific areas to ensure District standards or policy are met (IT, Marketing, Auxiliary, Facilities).

Contract Terms

Continuing contracts entered into pursuant to the District's authority for public works, facilities, facilities maintenance, or other activities governed by Education Code Sections 81641 et seq. shall not exceed five years for work or services and shall not exceed three years for materials or supplies (Education Code Section 81644).

Contracts not entered into pursuant to Education Code Sections 81641 et seq. are not subject to the foregoing duration limitations, though the District may still enforce these limits to ensure regular review of terms and conditions. It will be at the discretion of the Purchasing Department to determine limits to be in the best interests of the District, consistent with applicable law.

Independent Contractors (AB5)

Assembly Bill 5 (AB5) in California is a law focused on worker classification, specifically determining whether a worker is an employee or an independent contractor. The Purchasing department will use the information submitted by a Requester on the RFC/RFA form to determine the status of a contractor. As necessary, the Purchasing Department will work closely with the Requester and the District's People, Culture and Talent Department to make the determination.

Request for Contract/Amendment Procedures Flowchart

The Request for Contract/Amendment Procedures Flowchart provides a visual overview of the end-to-end process for submitting, reviewing, and executing contracts and amendments for goods and services (non-construction). The flowchart outlines eleven steps, beginning with the completion of the AB5 Checklist and Request for Contract (RFC) or Request for Contract Amendment (RFA) form, through routing for approvals via Adobe Sign, contract drafting and vendor negotiation, signature routing, Board approval (where applicable), and concluding with requisition submission and PO issuance.

See Exhibit 4 for the Request for Contract/Amendment Procedures Flowchart.

Required Use of Request for Contract/MOU Form

A **Request for Contract/MOU (RFC) form** (link below) is required to be used by all divisions/departments for preparing an AVC Standard boilerplate contract (aka agreement) or reviewing a Vendor's contract/MOU (non-standard contract).

A **Request for Contract Amendment (RFA) form** (link below) is required to be used by all divisions/departments for renewing a contract/MOU or amending a contract/MOU.

These RFC and RFA forms require the Requester to obtain review and approval from a department administrator and other stakeholders prior to submission, confirming that the proposed contract or amendment has been authorized to proceed. These forms also identify the following:

- Whether contract/amendment is either a standard or non-standard contract/amendment;
- Livescan (Fingerprinting) requirements (allow up to 30 days) – requires department Vice President approval;
- Scope of work;
- Term of the contract;
- Dollar amount of the proposed contract/amendment; and
- Funding source

The RFC and RFA forms are located on the Forms & Documents page of the Purchasing & Contracts website:

 <https://www.avc.edu/purchasing-and-contracts/forms>

Timelines

Timelines for Purchasing contract/MOU preparation or review must be adhered to by Requesters submitting requests for review to Purchasing. These timelines can be found on the Request for Contract/Amendment Procedures Flowchart.

NOTE: The estimated processing days do NOT take into account the following:

- Requests submitted without necessary documentation.
- Purchasing's requests for clarification from District staff and/or Contractor's.
- Requests that require additional review by District's stakeholders, insurance broker and/or legal counsel.
- Contractor's timeline to review agreements and District requested revisions, as well as timeline to respond to District requests.

As applicable, Requesters are encouraged to submit RFC and RFA forms for review at least 30 days prior to the anticipated Board agenda deadline for the Board of Trustees meeting at which the proposed contract/amendment is to be considered, so as to allow sufficient time for review, negotiation, editing, Livescan (fingerprinting), and finalization of the proposed contract/amendment.

Contract/Amendment Request Process:

1. Requester completes an RFC or RFA.
 2. Requester forwards RFC/RFA with required attachments to obtain approvals via Adobe Sign.
NOTE: If the Contactor is interacting with Students, the department VP must be included in the Adobe Sign routing to initial and indicate whether or not Livescan (fingerprinting) is required; proof of the approved Livescan must be included when submitting the RFC/RFA to the Purchasing Department.
 3. If applicable, the Requester includes one or more of the following department for approval: Information Technology Services, Facilities Services, Auxiliary Services, and/or Marketing/Public Information office.
 4. Once all approvals have been obtained, the Requester emails the RFC/RFA and all required documents to purchasing@avc.edu (subject line: Contract Request).
 5. When Purchasing receives the RFC/RFA and all supporting documentation, the request is added to the queue for processing as follows:
 - a. AVC Standard Boilerplate:
 - i. Purchasing will, reach out to the Requester to obtain additional information as needed, draft the agreement and forward the drafted agreement to the Requester to review and confirm.
 - ii. Once the Requester confirms, Purchasing will provide Requester with next steps and will forward the agreement through Adobe Sign.
 - iii. Purchasing will request additional documentation from the Contractor as applicable (ex: insurance, non-resident withholding documents, etc.)
 - b. Vendor Contract/MOU:
 - i. If the vendor's agreement needs to be utilized, Purchasing will review the agreement, reach out to the Requester to obtain additional information as needed, make necessary revisions, and send to the Vendor to review and accept.
 - ii. Once the agreement is finalized, Purchasing will provide Requester with next steps and will forward the agreement through Adobe Sign.
 - iii. Purchasing will request additional documentation from the Contractor as applicable (ex: insurance, non-resident withholding documents, etc.).
- NOTE:* Depending on the type of agreement and services provided, the Requester may need to allow time for:
- Purchasing to review agreement with other District stakeholders, insurance broker and/or legal counsel.
 - The outside party entering into the contract to review with their legal counsel.
6. Contract Approval:
 - a. Contract ≤\$25K

- i. Once the agreement is fully-executed (signed by both parties), the Requester uploads the fully-executed contract and additional supporting documentation through OnBase, and then completes their Requisition.
 - ii. When the Requisition is fully-approved, Purchasing will create the Purchase Order and process as noted on the Requisition by the Requester.
 - iii. The PO # will be placed on the Purchase Order Report for the next scheduled Board of Trustees meeting per the deadlines on the Purchasing and Contract Services website for Board Ratification.
 - b. Contract >\$25K
 - i. Purchasing will inform the Requester to submit an agenda item to the next scheduled Board of Trustees meeting.
 - ii. Once the Board of Trustees approves the agenda item, the Requester forwards the agenda item link to Purchasing.
 - iii. Purchasing will forward the agreement to the Superintendent/President for signature.
 - iv. Once the agreement is fully-executed (signed by both parties), the Requester uploads the fully-executed contract and additional supporting documentation through OnBase, and then completes their Requisition.
 - v. When the Requisition is fully-approved, Purchasing will create the Purchase Order and process as noted on the Requisition by the Requester.
7. The other party can begin work and submit invoices to Accounts Payable once a Purchase Order is issued.

Insurance and Indemnification

Purpose

Insurance and indemnification requirements in agreements ensure that financial responsibility for injuries, property damage, and claims arising from contractor work rests with the contractor, not the District. Certificates of insurance (COIs) and endorsements verify that protection is in place before work begins.

Policy

Purchasing is the sole point of contact for all vendor insurance documentation. All COIs, endorsements, and related compliance documents must route through Purchasing for review prior to the commencement of any work or services. Departments must not advise vendors on insurance requirements or accept documentation on the District's behalf, unless directed by the Purchasing Department to do so. If a vendor has questions, direct them to Purchasing.

Lead Time

Insurance compliance is not a formality. Initial documentation frequently requires correction, and that process takes time. Departments must submit contract and procurement requests with sufficient lead time for review and insurance verification, and must build buffer into project timelines. Plan with the assumption that initial documentation may require revision.

Exceptions

Exceptions to standard insurance requirements are rare, must be approved by Purchasing, and are not a workaround for inadequate planning. The default position is that standard requirements apply. Granting an exception means the District absorbs risk that contractually belongs to the contractor.

Vendor Campus Access (Swing Gate Process)

Coming soon...

This section will document the process for vendors who need to drive onto District property through the swing gate.

Forms & Documents

Current Purchasing forms can be found on the following page of the Purchasing & Contracts website. Forms should be accessed through the page for each instance to ensure the most current version is utilized:

 <https://www.avc.edu/purchasing-and-contracts/forms>

EXHIBITS

Exhibit 1: Procurement Process for Purchases Below the Bid Threshold

Timeline: 2-4 Weeks (allow additional time for purchases requiring a contract)



1. Requester identifies need.



2. Requester performs due diligence in selecting products/services and vendor.



3. Requester identifies Budget and FOAP/Account.



4. Requester obtains documents/information per the [Requisition Checklist](#) and follows any applicable process necessary for the purchase (quotes, Request for Contract (RFC), Standing PO, etc.).

Requester:

- a. Creates Requisition in Banner, uploads documents per the [Requisition Checklist](#) into Onbase, and submits Requisition for approval. If you need assistance with Funding or Account (FOAP) please contact your Fund manager and/or Fiscal Services Representative; or



5. b. Creates an Auxiliary Services Requisitions, attaches documents per the [Requisition Checklist](#), and routes through Adobe Sign as instructed on the form.

*If an agreement is required per the [Requisition Checklist](#), a fully-executed agreement (including all addendums) must be submitted with your request PRIOR to submitting your Requisition for approval. See the Contract/Amendment Request Process for details.



6. Requisition is reviewed and approved/disapproved by individuals listed in approval queues:

- a. Approved Requisitions are sourced into Purchase Orders and processed in accordance with District policy and instructions provided by Requester on Requisition. Banner Purchase Orders are then submitted to the Board of Trustees for approval via the Purchase Order Report.

- Denied Requisitions are returned to the Requester with a notification on why
- b. the request was denied and if changes need to be made before reCompleting for approvals.

*Requisitions >\$25K are held for the Board of Trustees approval via the Purchase Order (PO) Report prior to being sent to the vendor unless an approved Board agenda item is uploaded into Onbase. Please view the Board deadlines.



7. Receipt of items/services:

- All tangible items are to be delivered by the Vendor to the District Warehouse. District Warehouse will receive, process, and deliver in accordance with District Policy and instructions provided by Requester on the Requisition.
- a.
 - b. Non-Tangible Items (services, electronically delivered software, etc.) are received and verified by the Requester.



Appropriate individual emails invoice(s) and "OK to Pay" to:

8.
 - a. accounts_payable@avc.edu, for Banner Requisitions.
 - b. auxiliary.requests@avc.edu, for Auxiliary Services Requisitions.



9. Invoice(s) are processed for payment.

Exhibit 2: Procurement Process for Purchases At or Above the Bid Threshold

A.K.A. Formal Solicitations, RFB, RFP, etc.

Timeline: 12-16 Weeks (depending on lead time)



1. Requester identifies need.



2. Requester contacts vendors who can provide service/equipment to obtain quotes and determine approximate amount.



3. Requester identifies Budget and FOAP.



4. Requester contacts Purchasing to discuss need and obtain a “Request for Formal Bid/Proposal form” for completion.



5. Requester provides purchasing with a completed and approved “Request for Formal Bid/Proposal” form, so formal bid/proposal documents can be created.



6. Purchasing creates formal bid/proposal documents, advertises, and post on PlanetBids for minimum of 2 weeks (site visits may also need to take place).



7. Received Bids/Proposals are reviewed by Purchasing and/or Evaluation committee to select vendor (interviews may also need to take place).



8. Purchasing drafts agreement, sends to selected vendor for signature, then to Board of Trustees for approval.

Once approved by the Board of Trustees, the Requester:



9.
 - a. Creates Requisition in Banner, uploads documents per the [Requisition Checklist](#) into Onbase, and submits Requisition for approval. If you need assistance with Funding or Account (FOAP) please contact your Fund manager and/or Fiscal Services Representative; or

- b. Creates an Auxiliary Services Requisitions, attaches documents per the [Requisition Checklist](#), and routes through Adobe Sign as instructed on the form.



- 10. Requisition is reviewed and approved/disapproved by individuals listed in approval queues:

- a. Approved Requisitions are sourced into Purchase Orders and processed in accordance with District policy and instructions provided by Requester on Requisition.

- b. Denied Requisitions are returned to the Requester with a notification on why the request was denied and if changes need to be made before recompleting for approvals.



- 11. Receipt of items/services:

- a. All tangible items are to be delivered by the Vendor to the District Warehouse. District Warehouse will receive, process, and deliver in accordance with District Policy and instructions provided by Requester on the Requisition.

- b. Non-Tangible Items (services, electronically delivered software, etc.) are received and verified by the Requester.

Appropriate individual emails invoice(s) and “OK to Pay” to:



- 12.
 - a. `accounts_payable@avc.edu`, for Banner Requisitions.
 - b. `auxiliary.requests@avc.edu`, for Auxiliary Services Requisitions.



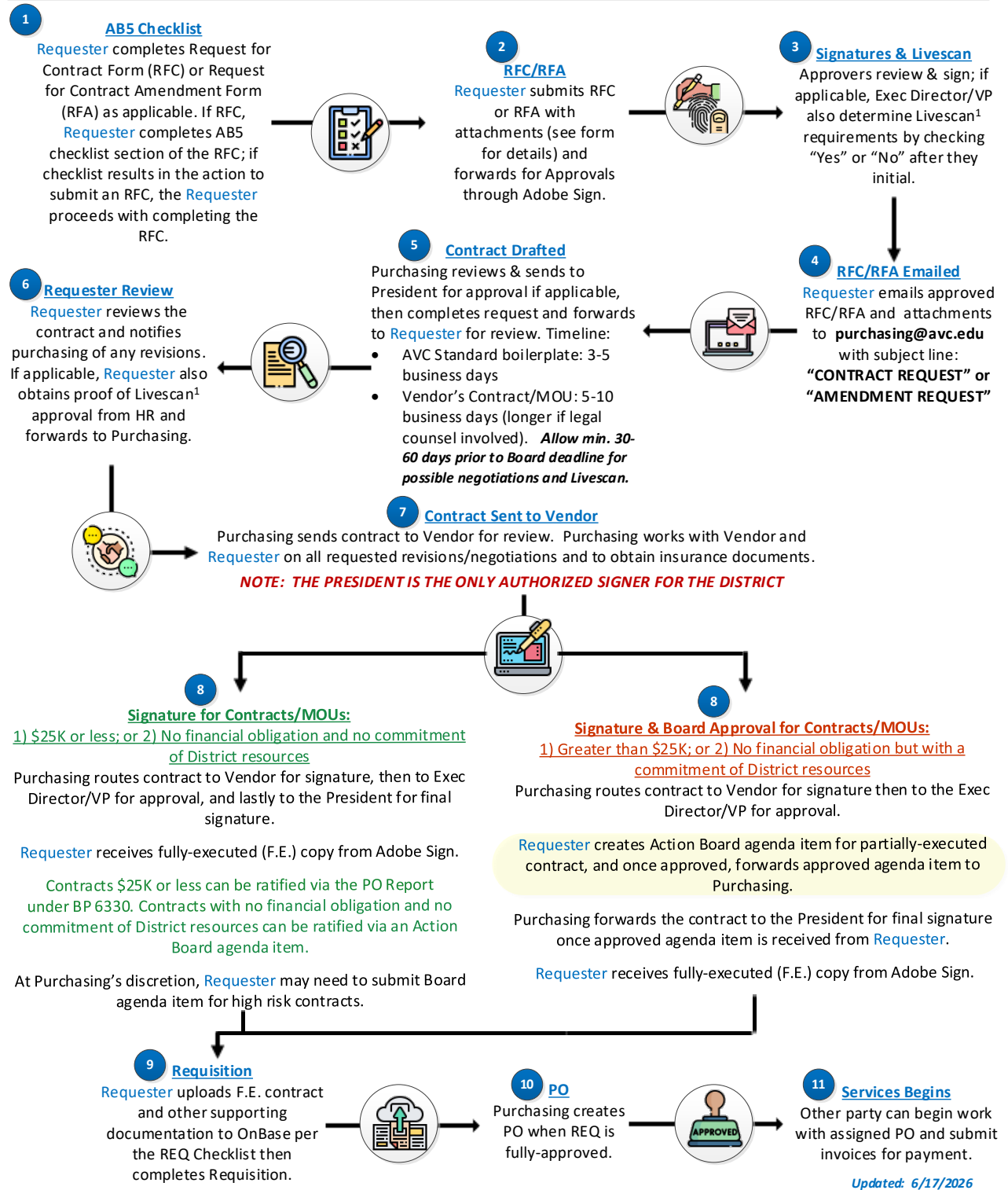
- 13. Invoice(s) are processed for payment.

Exhibit 3: Piggyback & Cooperative Sources

Piggybacking opportunities can be found through the following sources:

Organization	Notes	Website
Foundation for CCC - CollegeBuys	Systemwide contracts for CA Community Colleges; may allow for purchase of tangible items and services	https://purchasing.collegebuys.org/
California Multiple Schedules (CMAS)	Award State-approved vendor agreements; may allow for purchase of tangible items and services	https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx
DGS Leveraged Agreements (LPA)	Procurement Includes WSCA, NASPO, and State LPAs; may allow for purchase of tangible items	https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Find-Leveraged-Procurement-Agreements
E&I Cooperative Services	National nonprofit for education procurement; may allow for purchase of tangible items	https://www.eandi.org/
NASPO ValuePoint	Nationwide cooperative contracts; may allow for purchase of tangible items	https://www.naspovaluepoint.org/#/home/contracts
Omnia Partners	Aggregates public and private cooperative contracts; may allow for purchase of tangible items	https://www.omniapartners.com/
Sourcewell	Government-focused cooperative contracts; may allow for purchase of tangible items	https://www.sourcewell-mn.gov/
UC/CSU or Other Public Agency Contracts	Check with vendor sales reps for availability; may allow for purchase of tangible items and services	Check with Vendor

Exhibit 3: Request For Contract/Amendment Procedures Flowchart



¹Allow up to thirty (30) days for Livescan (fingerprinting) results to be obtained if applicable; Livescan must be returned and approved by HR prior to services beginning.

APPENDICES

Appendix A: Facilities Services Procedures

Department-specific procedures available to Facilities Services staff.