

PURCHASING MADE SIMPLE

WELCOME to the world of Purchasing! Everyday, we need to buy goods and services to help us do our jobs at Mt. SAC. This handbook was created to help you understand the basic rules of purchasing so you can get what you want when you want it.

Of course, there are exceptions to every rule and sometimes buying something is more complicated – but if what you want to do is not in this book, contact your in-house Purchasing experts at Ext. 4245.

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PURCHASING STAFF

Purchasing and Warehouse staff work together to process your orders. Our contact info is:

Purchasing Phone:	Ext. 4245
Purchasing FAX:	Ext. 2025 or (909) 468-4025
Warehouse Phone:	Ext. 4870
Warehouse FAX:	Ext. 2935

PURCHASING MANAGER:	Tom Meikle	5511
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PURCHASING STAFF:	Teresa Patterson	5512
	Pam Childs	5514
	April Landry	5510
	Sandi Horn	5509

Switchboard/Clerical Support:	Rondell Shroeder	8000
	Lori Truman	6299

WAREHOUSE DIRECTOR:	Gary Nellesen	5179
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WAREHOUSE STAFF:	Shana Gudenau	5800
	George Shira	4870
	Susan Rosas	4870
	Rey Venegas	4870

Which Buyer can best help you? All of our staff is more than happy to help, but each is an expert in certain areas. Check out the ***Buyer Commodity List*** on the next page.

COMMODITY LIST BY BUYER

Commodities include equipment, supplies, service & repairs

APRIL – Ext. 5510

Books
Copiers / Scantrons
Leases (off campus)
Maps
Subscriptions
Trophies / Awards
Video Supplies

Instructional Depts, including:

Aeronautics
Agriculture
Air Conditioning
Art
Drafting
Health
Manufacturing
Math
Music
Radiological
Science
Theater

PAM – Ext. 5514

Advertising
Appliances
Audio Visual
Autos / Trucks
Business Cards
Catering
Communications
Computer Hardware / Software
Electronics E/S (incl. fax, printer, scanners)
Fuel
Furniture
Insurance
Laundry Service
Mail
Marketing Materials/Banners
Photography E/S
Printing Services
Security, Safety & Parking
Transportation (Buses/Charters)

SANDI – Ext. 5509

Athletics
Child Development Services & Supplies
Office Supplies (incl. print cartridges)
Paper
Facilities/Maintenance (under bid limit)
Custodial

TERESA – Ext. 5512

Major Construction Projects
Construction Consultants (architects, engineers, inspectors, etc)
Leases (buildings, property, storage units)
Independent Contractors

RULES TO REMEMBER

Because we use government money to pay for everything we buy, we are subject to federal and state regulations that govern what and how we do our buying.

1. Under law, our Board of Trustees has the sole authority for all purchases – and, with few exceptions, it has delegated that authority to Purchasing.
2. **NO unauthorized purchases.** Purchasing places your order – you may NOT give an order to a vendor and send a “confirming” requisition to Purchasing.
 - You will be personally responsible for paying the vendor. If you commit the College to any purchase or service obligation without going through Purchasing.
3. **NO Conflict of Interest.** The College cannot purchase from any company in which you have direct or indirect ownership. It is considered a conflict of interest if you will financially benefit in any way.
 - The College will gladly accept your goods or services as a donation.
4. **NO Bid Splitting.** You may not split up big orders into smaller ones to avoid bid thresholds (see cost guidelines in The Basic Process section).
 - In addition to being illegal, the Accounting Department or the County could stop payment to the vendor – not fair to the vendor since they contracted with us in good faith.

These rules help define **Purchasing’s role** in the Mt. SAC organization. Our mission is to support the educational process by:

- Purchasing what you want when you need it;
- Giving you the best value for the money spent; and
- Making sure our purchases are done legally and ethically

THE BASIC PROCESS

The basic purchasing process is as follows, no matter the size of your order:

1. You identify what you want to buy.
2. You create a requisition in Banner.
3. You submit for approval.
4. Purchasing places the order.
5. Warehouse receives goods and delivers to you.
6. You approve vendor invoice.
7. Accounts Payable pays the bill.

When It Costs This Much.....

Proof of competitive pricing is required for purchases over \$5,000 (including labor, taxes, and shipping).

Supplies, Equipment, & Services	Construction – Contractor Services	Required Documentation
Under \$5,000	Under \$5,000	Telephone/verbal quotes or a vendor price list.
\$5,000 - \$78,899	\$5,000 - \$29,999	Three (3) written quotes on vendors' letterhead. <u>Construction: A Field Service Agreement</u> for all orders and <u>Payment/Performance Bonds</u> for all orders over \$25,000.
N/A	\$30,000 - \$124,999	Informal bid process: Specifications prepared, notice for informal sealed bids issued, evaluation and selection of lowest responsive & responsible bid, then contract and P. O. issued.
\$78,900* or more	\$125,000 or more	Formal bid process: Advertising placed calling for sealed bids, formal bid issued, evaluation and Board approval of lowest responsive & responsible bid, then contract and P.O. issued.

*Each year, the State may adjust the bid limit amount.

Formal bidding can take 2 – 3 months and requires Board approval. The sooner you contact your Buyer, the better they can help you get quotes and manage the formal bid process for you.

HOW TO CREATE A REQUISITION

Requisitions need to be done using Banner. Follow the steps outlined in the *Banner Requisition Training Handbook*. It must be complete including the correct commodity code and accounting (FOAPAL) information. See the following special notes:

1. Be sure to tell us when you need it – next week, next month, next semester???
2. Submit and ensure that all required Approvals for your department/division are obtained. Also:
 - All orders over \$5,000 – Vice President
 - All computer/technology-related orders over \$200 – IT Department
3. If you got a verbal price quote, list the sales rep and the date. (Include copies of your written quotes with your Requisition Back-up Documentation and send to Purchasing.)
4. **Always** use the correct Commodity Code, **then** list additional information: manufacturer, make/model, size, color, vendor's catalog no., and/or period of service.

EXCEPTIONS AND SPECIAL PURCHASES

Much of what we buy follows normal guidelines, but there are a few exceptions. If you need help with one of these special purchases or if yours is not one of the following, **call your Buyer** for further assistance!

Emergencies

An emergency is defined as:

- a sudden, unforeseen event that disrupts classroom activity
- an unplanned condition that could pose a risk to persons or property
- *Remember: Lack of planning is NOT an emergency.*

Call your Buyer immediately for further assistance. Be prepared to explain the nature of the emergency and exactly what you need to remedy it.

Equipment Repairs

If your office equipment breaks down, see the Table below. Be prepared to give them the following information: Make, model, serial number, and a description of the problem.

ITEM	CONTACT	CONTACT NUMBER
Computer	IT Help Desk	4357
Copier	Maintenance Provider	See info. tag on copier or call April Landry ext. 5510 for assistance
Equipment (classroom)	April Landry	5510 or alandry@mtsac.edu
Furniture	Pam Childs	5514 or pchilds@mtsac.edu
Phones	IT Help Desk	4357
Printer	IT Help Desk	4357
Typewriter and small Office Machines	Sandi Horn	5509 or shorn@mtsac.edu

Note: **Building repairs** (like lighting or air conditioning problems) are handled by the Maintenance Department, Ext. 4850.

Independent Contractor

An Independent Contractor provides one-time or short-term professional services.

Examples:

- Guest lecturer for a class
- Presenter for a POD workshop
- Costumer or lighting specialist for school play

Requirements:

- Get a proposal from your Independent Contractor which describes the services he/she will provide, the date(s) of service, and the price.
- Complete an Independent Contractor Agreement with proposal attached, signed by the Independent Contractor and your Vice President.
- Requires Board approval, with the agenda prepared and submitted by your department/division.
- Submit original Agreement, proposal, Board Agenda, and invoice to Fiscal Services for payment.

Open Orders

Purchasing can set up an “Open Order” for you when you have small purchases of office supplies or emergency supplies with a vendor, or if a purchase requires routine multiple payments throughout the year.

Examples:

- \$2,000 with ABC Electric for electrical supplies for Maintenance
- \$2,000 with Stater Bros. for food supplies for Child Care
- \$2,400 with Office Max for office supplies

Requirements:

- Must list staff authorized to use this order on your requisition.
- Should list a maximum \$\$ amount per purchase for supply orders (example: authorized user can spend up to \$200 at any one time against the \$2,000 open order)
- Must sign off on delivery slips acknowledging receipt of goods and send copy to Warehouse and original to Accounts Payable.
- Cannot be used for major equipment or tools costing more than \$200.

Personal Reimbursements

You may make small purchases for the College using personal monies and be reimbursed under the following conditions:

Examples:

- Purchase a book at a conference
- Party supplies for Child Care children's party
- Purchase from vendor who does not take purchase orders

Requirements:

- Must be **authorized in advance** by your manager and the Purchasing Manager. If not, you may be liable for your purchase.
- Limited to less than \$200, unless otherwise authorized by Purchasing.
- Should **never** include equipment items (i.e. computer printer).
- Complete a Revolving Cash request (form on-line). Submit to Fiscal Services with original receipt, copy of credit card statement (if charged), and packing slip (if shipped directly to you).

Single or Sole Source Vendor

Sometimes, there is only one source for that expensive item (over \$5,000) you need – it is unique and/or proprietary to that vendor.

Examples:

- **Single Source** – Zeiss Star Projector: only projector that meets our needs, although there are many star projectors and manufacturers.
- **Sole Source** – TracDat software for PIE & SLO/AUO process: this is the only software of its kind and it is proprietary to Nuventive LLP.

Requirements

- Contact your Buyer as soon as you decide what you want.
- Provide a Memo to Purchasing, which lists the technical reasons how and why this product is the only one that can meet your needs.
- If the product is proprietary, provide a letter stating such from the vendor.
- If purchase is more than \$78,900, Purchasing will get Board approval.

WAREHOUSE

DELIVERIES

Almost all the goods you order are shipped to the Warehouse, where they are checked against your purchase order, and then delivered to you on your department’s scheduled delivery day.

Typical Delivery Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Art Complex 2 Performing Art 3 Gym 4 Administration 6 LTC	7 Science 8 Campus Café 10 Founders Hall 11 Science 9A-D Student Svc 9E Child Dev 46 PE Offices 67 Health	12 Ag Sciences 12A Foundation Off. 13-19 Row Bldg 21 23 IT	20 26A, B & D 27 PE/Wellness 28 Tech&Health 29 60 Science Lab 69 AIRC/Weld	Hort. Unit 30 CalWorks 35 RHORC 47 Maintenance 50G PE 61 Natural Sc./ Math 66 Language Ctr

Note: Delivery Schedule is subject to change due to facilities relocations.

You are always welcome to come down to the Warehouse between 8:00 – 3:30 to pick up your order if you cannot wait for your scheduled delivery. Call the Warehouse at Ext. 4870 in advance and give them your P.O. number.

Overnight / Next Day Delivery:

If a package is shipped overnight or next day to the Warehouse, it is delivered to you the same day it is received.

Direct Delivery

Sometimes large items – like furniture or copiers – are delivered directly to you from the vendor.

- If everything is okay, sign and date the Packing Slip that comes with your order, and **send it to the Warehouse** so they can complete the paperwork.
- If there is a problem, do not sign off on the delivery and **call your Buyer** immediately.

College Pick-ups (“Will Call”)

Occasionally, you want to pick up your order directly from the vendor.

- Note “College Pick-up” on your requisition.
- After you pick up the item, **send the paperwork to Accounts Payable.**

Late or No Delivery:

Most vendors ship within 2 – 10 days after they receive an order. Depending on where they are shipping from, it could take another 2 – 10 days to get here. So, you should get your order within 5 to 30 days after you receive the copy of your purchase order, confirming that your order has been placed.

If your order is late, **call your Buyer** so they can find out why there is a delay and when you can expect it. (They will need your requisition or P.O. number)

Returns

Once your order is delivered to you, sometimes you find that you ordered the wrong thing, or it is broken and does not work. If you need to return it, **call the Warehouse** at Ext. 4870.

- Be prepared to say what is wrong or what you really wanted to order
- Provide your requisition and/or P.O. number

STORES STOCK

The Warehouse stocks basic office and custodial supplies for use by the entire campus – at no charge to your department’s budget.

- A list of items is attached – just mark what you want, and send it to the Warehouse via campus mail or FAX at 2935
- Your order will be delivered on your next scheduled delivery day.
- Please order on an as-needed basis – stockpiling large quantities is not permitted.

Office / Classroom Supply List



OFFICE/CLASSROOM SUPPLIES

Person Requesting: _____ Ext. _____ Date Needed (No ASAP): _____

Bldg. & Room #: _____ Approved: _____

DESCRIPTION	UNIT	ORDERED	ISSUE	B/O
ANSWER SHEETS: 200 Answers per Sheet	BOX			
CARD: Index, 3" x 5", White, Ruled 1 Side	PKG			
CARD: Index, 4" x 6", White, Ruled 1 Side	PKG			
CARD: Index, 5" x 8", White, Ruled 1 Side	PKG			
CHALK: Blackboard, White	BOX			
CHALK ERASERS: Blackboard, Felt	EA			
ENVELOPES: Imprinted, MT. SAC, 10" Long	BX			
ENVELOPES: Plain, White, 10" Long	BX			
ENVELOPES: Clasp, 6" x 9" Long	BX			
ENVELOPES: Clasp, 9-1/2" x 12-1/2" Long	BX			
FASTNERS: Prong, 2-3/4" (Capacity 1")	BX			
FOLDER: File, Letter, 1/5 Cut, Manila	BX			
FOLDER: File, Legal, 1/5 Cut, Manila	BX			
GLUE: White, 1-1/4 oz. Bottle	EA			
GUIDE CARDS: Alphabetical, Index, 3" x 5"	SET			
GUIDE CARDS: Alphabetical, Index, 4" x 6"	SET			
GUIDE CARDS: Alphabetical, Index, 5" x 8"	SET			
LABELS: Roll, Shipping & Mailing	PAD			
PAPERCLIP: Standard, Small	BX			
PAPERCLIP: Jumbo, Large	BX			
PENCIL: #2 Soft	DZ			
PENCIL: Thin Lead, Red	EA			
PENCIL ERASER: Pink Pearl	EA			
REINFORCEMENTS: Gummed	BX			
REQUISITION: Blanks, 100/Pk.	PKG			
RUBBERBANDS: Assorted Size, 1/4 Lb./Box	BX			
RULER: Wood, 12"	EA			
SCISSORS: 8" Overall	EA			
STAPLER: Desk Type, Black	EA			
STAPLES: 1/4" x 1/2"	BX			
STAPLE REMOVER:	EA			
TABS: Index, 1/4", Clear, (Make Your Own)	BX			
TAPE: Scotch, 3/4" Clear	RL			
TAPE DISPENSER: Desk Type	EA			
TAPE: Adding Machine 2-1/4" Wide	RL			
PUSH PIN	BX			
WHITE BOARD CLEANER: 16 oz.	BTL			

Need More Blank Forms: Yes No

Paper Supply List



PAPER FORM

Office/Classroom, Copier & Printer

Person Requesting: _____ Ext. _____ Date Needed (No ASAP): _____

Bldg. & Room #: _____ Approved: _____

DESCRIPTION	UNIT	ORDERED	ISSUE	B/O
Paper: 8-1/2" x 11" White	10 RM/CS	RM		
Paper: 8-1/2" x 11" Blue	10 RM/CS	RM		
Paper: 8-1/2" x 11" Canary	10 RM/CS	RM		
Paper: 8-1/2" x 11" Green	10 RM/CS	RM		
Paper: 8-1/2" x 11" Pink	10 RM/CS	RM		
Paper: 8-1/2" x 11" Buff	10 RM/CS	RM		
Paper: 8-1/2" x 11" Goldenrod	10 RM/CS	RM		
Paper: 8-1/2" x 14" White	8 RM/CS	RM		
Paper: 8-1/2" x 14" Blue	8 RM/CS	RM		
Paper: 8-1/2" x 14" Buff	8 RM/CS	RM		
Paper: 8-1/2" x 14" Goldenrod	8 RM/CS	RM		
Paper: 8-1/2" x 14" Green	8 RM/CS	RM		
Paper: 8-1/2" x 14" Pink	8 RM/CS	RM		
Paper: 8-1/2" x 14" Canary	8 RM/CS	RM		
LETTERHEAD: MSAC, 8-1/2" x 11", 500/Ream	RM			
PAD: Paper, Scratch, 4" x 6", White	PAD			
PAD: Paper, Transmittal	PAD			
PAD: Paper, Message Telephone	PAD			
PAD: Paper, Ruled, 8-1/2" x 11", White Only	PAD			
PAD: Paper, Steno Book, 6" x 9"	PAD			
PAPER: Ruled, White, 8-1/2" x 11"	RM			

Need More Blank Forms: Yes No

Custodial Supply List



CUSTODIAL SUPPLIES

Person Requesting: _____ Ext. _____ Date Needed (No ASAP): _____
 Bldg. & Room #: _____ Approved: _____

DESCRIPTION	UNIT	ORDERED	ISSUE	B/O
AIR FRESHNER: 16 oz.	CAN			
INSECT SPRAY: 16 oz.	CAN			
BATTERY: "D" Size, 1.5 Volt	EACH			
BROOM: Corn, #2	EACH			
BRUSH: Counter, 8" X 3"	EACH			
CLEANSER: Scouring Powder, 24 oz.	CAN			
DUST CLOTH: "Treated"	EACH			
DUST PAN: Plastic	EACH			
FLAG: U.S., 2' x 3' (For Classroom)	EACH			
FLAG HOLDER: (For Classroom Flags Only)	EACH			
FLOOR CLEANSER: 1 x 5	PAIL			
FLOOR STRIPPER: 1 x 5	PAIL			
FLOOR WAX: 1 x 5	PAIL			
FURNITURE POLISH: 20 oz.	CAN			
MOP: Yarn, 24 oz. Steel Head	EACH			
MOP HANDLE: 60" for Steel Head Mop	EACH			
PAPER: Toilet Tissue, Jumbo Roll, 12/Case	CASE			
PAPER: Toilet Tissue, Standard, 96/Case	CASE			
PAPER: Towel, Roll, 12/Case	CASE			
PAPER: Towel, Single Fold, 16 Pack/Case	CASE			
PAPER: Toilet Seat Covers, 20 Pack/Case	CASE			
PAIL: Heavy Duty, Round, Plastic, 10 Qt.	EACH			
PENCIL SHARPNER:	EACH			
PLUNGER: Plumbers Helper	EACH			
SAND: Silica, White, 50 lb., (Cig Urns)	BAG			
SANITARY NAPKINS: #8 Size Box	CASE			
SANITARY NAPKINS: #4 Size Box	CASE			
TAMPAX: Regular	CASE			
TRASH LINERS: Small	CASE			
TRASH LINERS: Medium	CASE			
TRASH LINERS: Large	CASE			
SOAP: Hand, Liquid	EACH			
SOAP: Hand, Powdered	EACH			
SORB-ALL: Oil Absorbent, 50 lb.	BAG			
SPONGE: Synthetic	EACH			
SQUEEGEE: Window, 12", (Complete)	SET			
SQUEEGEE: Window, 18", (Complete)	SET			
SQUEEGEE HANDLE:	EACH			
WASTE CONTAINER: Office, Rectangular	EACH			
WASTE CONTAINER: Outside, 32 gallon	EACH			

Need More Blank Forms: Yes No

FIXED ASSETS

The Warehouse logs and tags all equipment or furniture valued at more than \$1,000 as a College asset when the items are received at the Warehouse.

Requirements

- Notify the Warehouse if your item is a Direct Delivery or a Will Call.
- Review and update inventory records that Purchasing will send to you from time to time.

SURPLUS

Any equipment or furniture that you do not need any more, or that is broken beyond repair, must be properly disposed. The College uses three ways:

- Donation to another educational institution or non-profit agency.
- Bulk sales through a liquidator auction firm.
- E-Bay sales through a Board-approved 3rd party facilitator.

Requirements:

- Contact the Warehouse to arrange for pick-up and removal by creating an EIWOS Work Order (*see next page*).
- Tag your item(s) if it is still working.
- Tag your item(s) if anyone is interested in buying it or having it donated.
- **Donations** require a letter from the interested party confirming their non-profit status as well as Board approval. Contact Teresa Patterson @ Ext. 5512 for further information.

USING EIWOS FOR MOVING FURNITURE/EQUIPMENT

The Warehouse staff provide limited relocation services for the following:

- Moving furniture/equipment in a single office
- Moving furniture/equipment in a single classroom
- Setting up furniture for disabled students each semester (in conjunction with DSPS)
- Removing surplus equipment and furniture to the Warehouse for disposal

To schedule a move or removal by Warehouse staff, you must access the **EIWOS Work Order System**, as follows:

1. Access EIWOS one of two ways:
 - through the Mt. SAC web page (key word: EIWOS) or
 - from the Internet, type in EIWOS
2. Click on ***New Request***
3. When you get to ***Trade***, click on ***Warehouse***.
4. Under ***Description***, please give a detailed list of the work to be done

The Warehouse will contact you via e-mail or phone to set up a time for the work to be done.

NOTE: These moves are limited to a single classroom or office. Relocating multiple rooms and/or buildings is done by professional movers. Contact our **Facilities Department** at **Ext. 4850** to schedule a big move.