Procurement Services Check List

- All written requisitions must have the signed Director/Departmental approval before submitting it to designated employees that are responsible for processing requisitions (requests for purchases).

- The College Executive Director/District Office Business Manager should review and enter all paper requisition (request for purchases) before sending to the college President and programmatic Vice Chancellor(s) for signature.

- Please note that all requisitions must be signed and approved by the College Executive Director/District Office Business Manager, College President and programmatic Vice Chancellor(s).

- Designated requestors must review all requests before submitting requisitions for approval by validating that information listed on requisition with supporting documentation is correct. Check point information listed as follows:

  - Vendor/Payee Name; Vendor/Payee ordering and remit to address.

  - Review and verify vendor budget, departmental budget and commodity code information and district wide approved contract list.

  - Only obtain quotes from vendors that have not exceeded the $25,000 vendor budget tolerance established by the District.

  - Obtain current pricing/quotes for goods and services as well as delivery and shipping charges (preferably written/fax).

  - Notify Procurement Services of all recurring purchases that will exceed $25,000 during the fiscal year for formal bidding.

  - Goods/Services purchase between a **$2,500 and $25,000** requires three written or electronic bids. (The Office of Contract Compliance can assist with providing MBE/WBE vendors).

  - Goods/Services over a **$25,000** must go through the /formal competitive bid/proposal process and/or board approval process. (Note: if using a sole source vendor please attach sole source letter from the vendor along with a statement of justification for submission to the Procurement Services Department.)

  - Single/Sole Source Purchases requires that the department obtains a letter on vendor stationery stating that there are the sole manufacturer, exclusive distributor or own patent/copy right/ license, etc.) The vendor’s letter should be attached to the requisition form. A statement of justification must be attached to validate the sole source.

  - **No goods or services can be received without a signed PeopleSoft generated purchase order.**

  - Reimbursements for non-contracted items are processed upon receipt by the Accounts Payable Department once weekly. Reimbursements should be submitted immediately to your local business office /department. The Business Office must submit the reimbursement request within 15 days to Accounts Payable.

- Attach copies of all necessary information/documentation to your hard copy requisition(s). Please scan and email all required documentation to the appropriate parties for signature.