REFERENCE GUIDE

2024

District Purchasing and Contracts

https://www.gcccd.edu/purchasing-contracts/index.php

District.Purchasing@gcccd.edu

Grossmont-Cuyamaca Community College District

Contents

The Purchasing and Contracts team reviews, negotiates, and establishes legal, binding agreements and contracts for the provision of services and procurement transactions. Contract agreements require Board authorized District signature and contractor counter signature. Unless granted a delegation by the Chancellor's Office, campus departments may NOT sign agreements on behalf of the District or College.

AP 6330: The District has established a centralized Purchasing Department, whereby all requests for purchase orders, contracts and procurement cards shall be routed.

Requisitions

- Purchasing offers in person training at both college campuses. Procurement updates are presented at in person training.
- Orders may not be placed prior to a Purchase Order being issued.
- **Service Contract requisitions** must allow a **minimum of 2 weeks** for processing once received by Purchasing.
- **Public works requisitions** must allow a **minimum of 4 weeks** due to original bonds are required. Non responsive vendors will extend processing time frame.
- **Contracted service requisitions must include vendor contact email, project manager and anticipated start date.**
- Signed Grant award/supporting documentation listing approved order categories is required when applicable.
- Goods lines are for fees, tangible items, capital assets, supporting items and installation.
- Services lines are for all services and public works projects.
- Requisitions may not include negative lines.
- IT Items that require approval
    - Card Readers
    - Computer Speakers
    - Headsets
    - Keyboards
    - Laptops
    - Monitors
    - Mouse
    - Network switches or routers
    - Printers: 3D, Label, LaserJet, InkJet, Multi-Function printers
    - Scanners: All in one, Document feed, and flatbed scanner
    - Security Cameras
    - Tablets
    - Webcams
    - Wireless Access Points
- Requester must update or cancel returned requisitions.

REGULAR REQUISITIONS

Most requisitions will be Non-Catalog Items requisitions and will be Regular Requisitions. These will go through a 3-way match requiring a PO, Receipt, and Invoice prior to payment. **Please read the help text.**

CREATE A REQUISITION

From the Home page:

1. Type **cre req** in the search bar and hit **Enter**.
2. Click the **Create Requisition** link from the Tasks and Reports list.

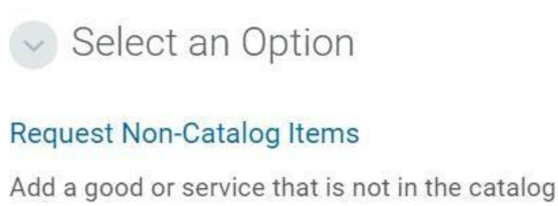
3. The **Company** and your **name** will default into the fields. Note that the Company field will default in from your last Requisition transaction.
4. Use the **Prompt** icon or type to indicate the **Requisition Type** of **Regular Requisitions.**

5. Click 

REQUEST NON-CATALOG ITEM

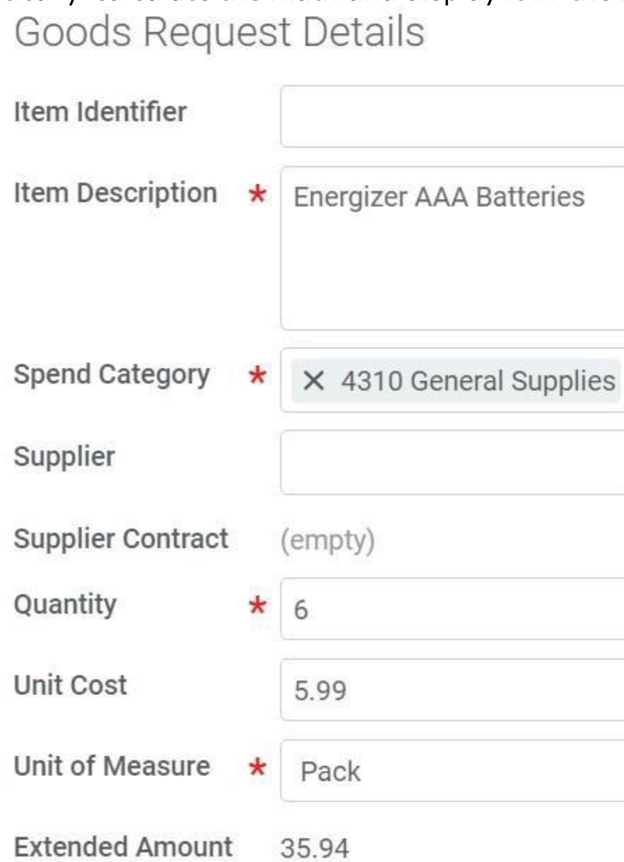
From the **Create Requisition** screen

1. Click the **Request Non-Catalog Items** link.



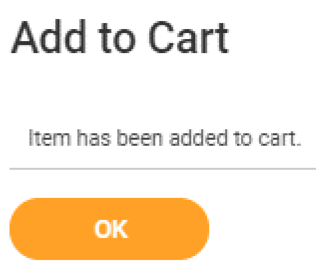
2. The **Request Goods** radio button will default.
3. Leave the **Item Identifier** blank.

4. Type in an **Item Description**. Make sure that the description is sufficiently detailed (e.g. including part number, brand, color, etc.) enough for Purchasing to find a similar product, if needed.
5. Use the **Prompt** icon ☰ or type to indicate the **Spend Category**.
6. Leave the **Supplier** field blank. You'll have an option to input the supplier later and will only need to do it once to apply to all lines.
7. Type to indicate the **Quantity, Unit Cost**. Use the **Prompt** icon ☰ or type to select the appropriate **Unit of Measure**.
8. Workday will automatically calculate the math and display it in the Extended Amount.



9. Click 

to add the line to the Requisition.



10. Click 

. Notice how that item was added to the cart in the top right of the screen.

Requisition Type
Regular Requisitions

11. Repeat steps 3 – 10 until all lines have been added to your Requisition.
    NOTE: List each item separately and include all description information for each line item. Do NOT simply type "refer to attached quote".

12. Once you are ready to continue, click on the **Cart** icon .

13. The Cart screen displays. Click 

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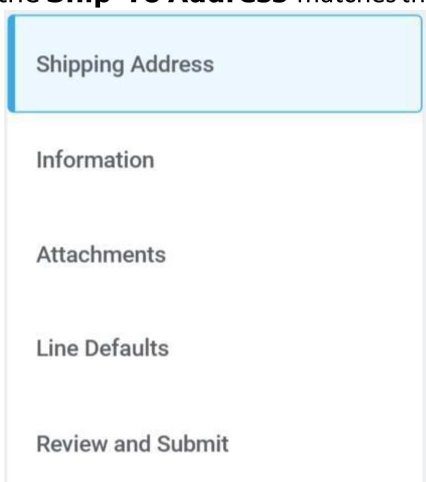
CHECKOUT REQUISITION

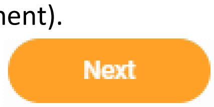
From the **Checkout** screen:

1. Double-check that the **Ship-To Address** matches the requester's campus location.



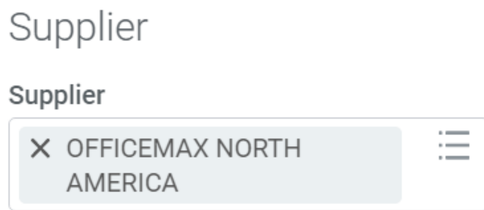
2. Click 

or click on the **Information** section.
3. Leave the **Memo to Supplier** field blank. Purchasing will determine what special notes need to be added here.
4. Type to input any special notes for Purchasing in the **Internal Memo** field. These notes will not print on the PO.
5. Click 

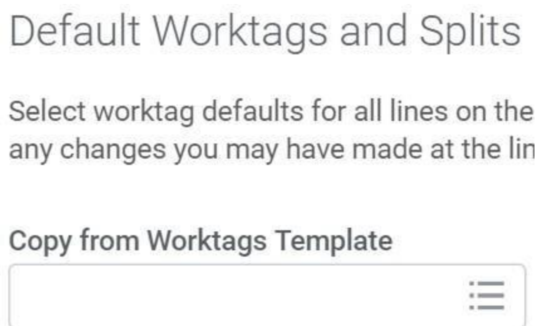
or click on the **Attachments** section. Drag and drop documents that need to be attached to the requisition (such as quotes, emails, or any electronic document).
6. Click 

or click on the **Line Defaults** section.

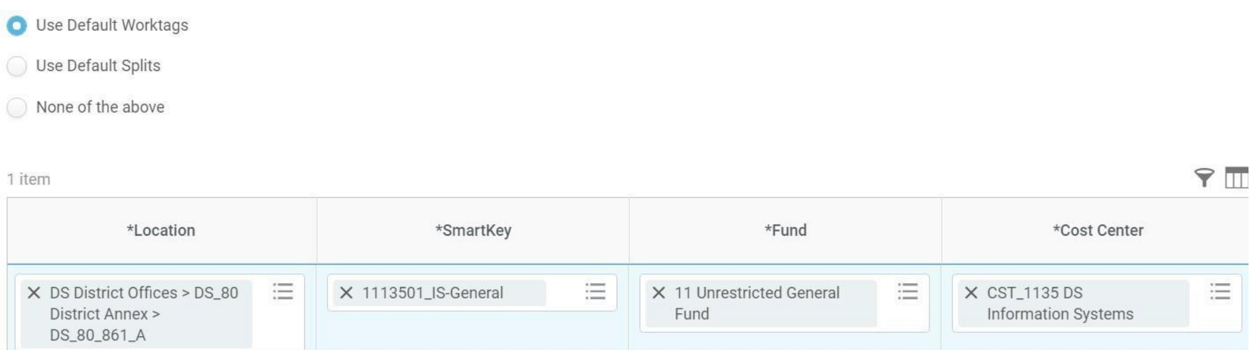
7. If applicable, use the **Calendar** icon or type to enter a **Requested Delivery Date**.
8. Use the **Prompt** icon or type to select the **Supplier** field. This will apply to all Requisition lines.



9. Scroll down to the **Default Worktags and Splits** portion of the Line Defaults section.



   a. If you have saved a Worktags Template prior: select the applicable worktag combination by using the **Prompt** icon or typing. If you do not have a saved template, then see Activity 6.1.
   b. If you are using a worktag combination that has not been saved as a template: check the **Use Default Worktags** radio button. Default worktags will display. Use the **Prompt** icon or type to input the correct **SmartKey** worktag.



NOTE: The **Location** field is to assist the Warehouse to deliver the goods. This should be the **office number where the items will be delivered,** NOT the building and NOT the college/district. Check the staff directory for your exact room number. This should also be where the item ultimately needs to reside. The Warehouse will not move items multiple times.

10. Use the **Prompt** icon or type to input the **Location**. It is recommended to type to room **number** (e.g. 142) and click **Enter** to see your options.
11. Click **Next** or click on the **Review and Submit** section.
12. The **Request Date** defaults to today. Select the **Calendar** icon or type to change this as applicable.

13. Review the Requisition.
14. Scroll on the line items and remove the **Ship-To Contact** and **Deliver-To** values by clicking on the **X**.

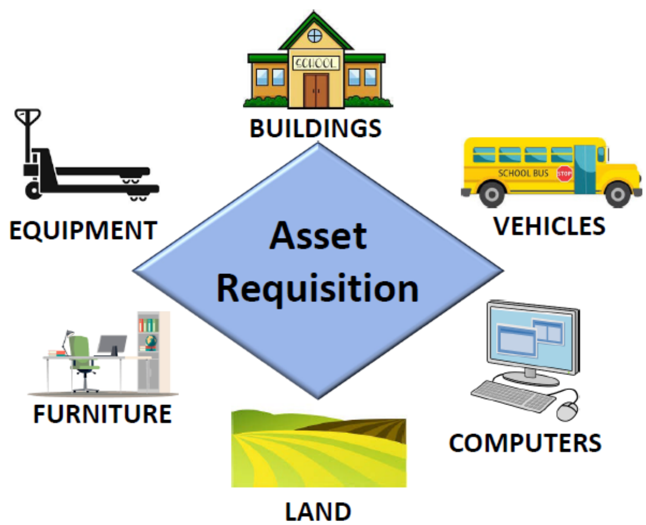
15. Once you have resolved all error messages and made any further edits on the line level, click 

to run the budget check and move this along for approval.

Blanket POs

- Service contracts are not blanket POs
- Valid for one Fiscal Year
- Attach pricing sheet when available
- Always on a Goods line

Inventory and Capital Assets



- Inventory $500 + will be tagged
- Depreciable Assets and Inventory $5,000 + will be tagged and reported to Insurance Company and Auditors.
- On Requisition:
  - Description: Product/ Part Number then quote; Example **Conference Table #12345 per quote #Q1234**
  - Combine quote lines into one line on REQ when customized asset includes multiple pieces.
  - **Shipping, Labor, Surcharge, and Additional Fees are assigned the Same Spend Category as the Asset**.
  - Capital Projects are to be coded as an asset and not a service (building improvements, land improvements, construction).
  - Furniture over $25,000 with labor is considered a Capital Project. Requires Labor Compliance.
  - Non-permanent structures and prefabricated small structures under 1,000 sq/ft are considered an asset and are NOT contracted services.

BLANKET PURCHASE ORDER REQUISITIONS

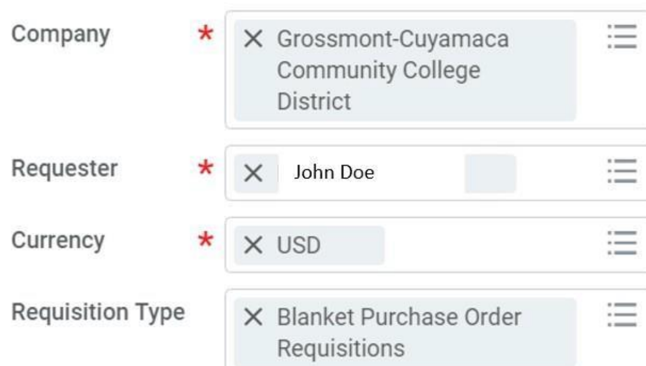
Please read the help text. Blanket POs used to be known as Open POs and follow the same rules as Open POs in IFAS.

CREATE A REQUISITION

From the Home page:

1. Type **cre req** in the search bar and hit **Enter**.
2. Click the **Create Requisition** link from the Tasks and Reports list.

3. The **Company** and your **name** will default into the fields. Note that the Company field will default in from your last Requisition transaction.
4. Use the **Prompt** icon or type to indicate the **Requisition Type** of **Blanket Purchase Order Requisitions.**



5. Click 

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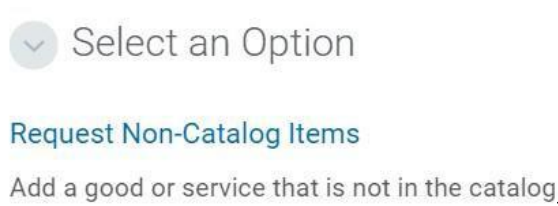
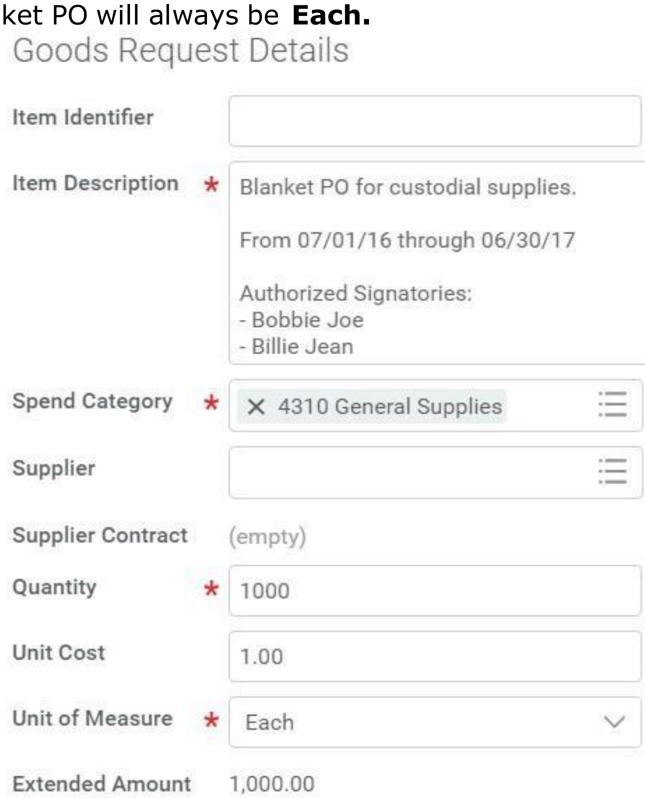
REQUEST NON-CATALOG ITEMS

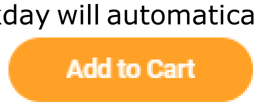
From the **Create Requisition** screen:

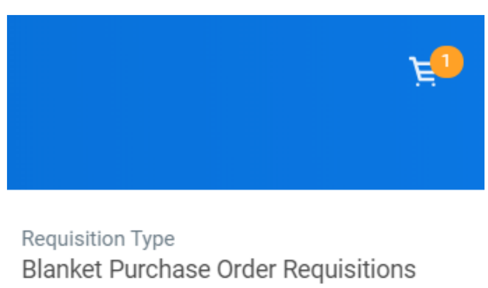


1. Click the **Request Non-Catalog Items** lin

2. The **Request Goods** radio button will default.
3. Leave the **Item Identifier** field blank.
4. In the **Item Description** field, type to indicate what the Blanket PO will be for, which Fiscal Year dates, and the Authorized Signatories.
5. Use the **Prompt** icon or type to indicate the **Spend Category**.
6. Leave the **Supplier** field blank. You'll have an option to input the supplier later and will only need to do it once to apply to all lines.
7. The **Quantity** field should reflect the total dollars of the Blanket PO. For example, if this is a
   $1000 Blanket PO, then the Quantity should say 1000.
8. The **Unit Cost** for a Blanket PO will always be 1.00.
9. Use the **Prompt** icon or type to select the appropriate **Unit of Measure**. The **Unit of Measure** for a Blanket PO will always be **Each.**



10. Workday will automatically calculate the math and display it in the Extended Amount.
11. Click  to add the line to the Requisition.
12. Click  . Notice how that item was added to the cart in the top right of the screen.



13. Repeat steps 4 – 12 until all lines have been added to your Requisition, if needed. Typically, Blanket POs only have one line item.

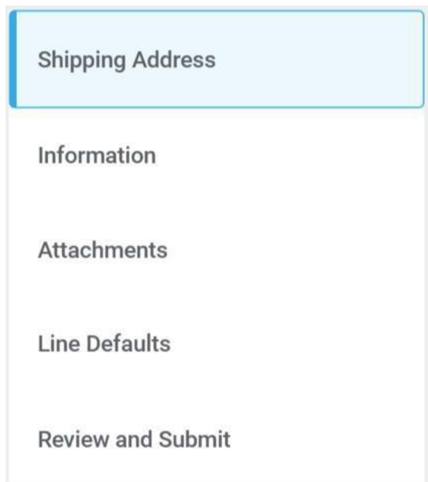
14. Once you are ready to continue, click on the **Cart** icon .

15. The Cart screen displays. Click Checkout .

CHECKOUT REQUISITION

From the **Checkout** screen:

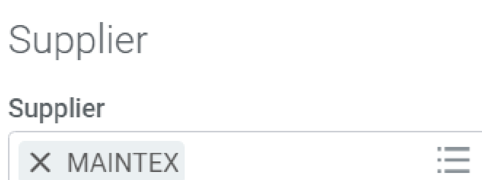
1. Double-check that the **Ship-To Address** matches the requester's campus location.



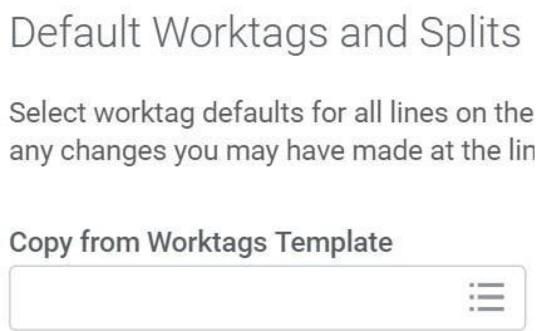
2. Click Next or click on the **Information** section.
3. Leave the **Memo to Supplier** field blank. Purchasing will determine what special notes need to be added here.
4. Type to input any special notes for Purchasing in the **Internal Memo** field. These notes will not print on the PO.

5. Click Next or click on the **Attachments** section. Drag and drop documents that need to be attached to the requisition. Blanket POs will require the Signatures Attachment.

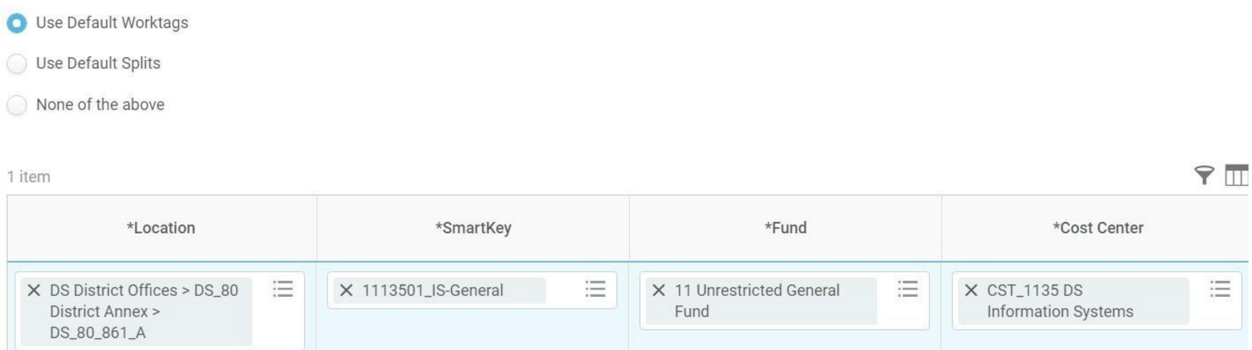
6. Click Next or click on the **Line Defaults** section.
7. Use the **Prompt** icon or type to select the **Supplier** field. This will apply to all Requisition lines.



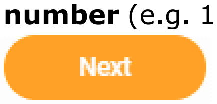
8. Scroll down to the **Default Worktags and Splits** portion of the Line Defaults section.



a. If you have saved a Worktags Template prior: select the applicable worktag combination by using the **Prompt** icon or typing. If you do not have a saved template, then see Activity 6.1.
b. If you are using a worktag combination that has not been saved as a template: check the **Use Default Worktags** radio button. Default worktags will display. Use the **Prompt** icon or type to input the correct **SmartKey** worktag.



NOTE: The **Location** field is to assist the Warehouse to deliver the goods. This should be the **office number where the items will be delivered,** NOT the building and NOT the college/district. Check the staff directory for your exact room number.

9. Use the **Prompt** icon or type to input the **Location**. It is recommended to type to room **number** (e.g. 142) and click **Enter** to see your options.
10. Click  or click on the **Review and Submit** section.
11. The **Request Date** defaults to today.
12. Review the Requisition.
13. Scroll on the line items and remove the **Ship-To Contact** and **Deliver-To** values by clicking on the **X.**

Once you have resolved all error messages and made any further edits on the line level, click  to run the budget check and move this along for approval.

New Suppliers

- W9 is required
- Net-30 Terms – Invoice shall be paid within 30 days after order is delivered
- Shipping is FOB – Destination
- Contact information must be provided including email address
- Supplier cannot be an Employee

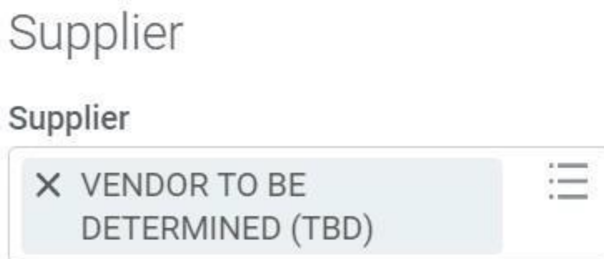
Supplier Invoice Request

- A supplier invoice request must be created for:
    - Metro transportation Invoices
    - Referee Agreements
    - Travel prepayments with approved off-campus activity form
    - Legal and Risk Management settlements including annuity payments
    - Sponsorship/ booth/ table fees
    - **Invoices** for **unauthorized** events and services must **include a justification** and **payment is not guaranteed.**
- DO NOT use an SIR for
    - Technology or software
    - Restricted Funds
    - Contracts requiring signature
    - All Public Works including emergency projects
    - Payments to employees for services
    - Employee or student reimbursements

UTILIZING A SUPPLIER NOT LISTED IN WORKDAY

From the **Line Defaults** page of the **Checkout Requisition** screen:

1. Use the **Prompt** icon or type to enter the name or part of the name in the **Supplier** field.
2. If the Supplier record does not appear, then enter **TBD.**
3. The Supplier field will fill with the **Vendor To Be Determined (TBD)** record.



4. Continue the business process as normal.

From the **Information** page of the **Checkout Requisition** screen:

5. In the **Internal Memo** field, type the proposed supplier's name, mailing address, contact person, phone number, fax number, and email address.
6. Continue the business process as normal.

Supplier Invoice Request

In search bar, enter in **"Create Supplier Invoice Request**"

Primary Information

- Date – enter date
- Company – select District
- Supplier – type in supplier's name: If not listed, type **TBD**
- Supplier's Invoice Number (if available)

Additional Information N/A

Lines (minimum required information)

Select Goods or Service

- Spend Category – Enter in spend category # or select from the list of items available
- Extended Amount – Enter in the amount
- SmartKey – Enter in SmartKey number

Internal Memo - Enter in purpose of supplier invoice request

** **TBD** – Enter the person's name and address or company name and address provide and attach filled out **W-9 Form**

** **Unauthorized** purchase must include justification

Attachment - Attach invoice or receipt and unauthorized purchase form if applicable

Submit

Note: (***For most current instructions refer to Workday under "Create a Supplier Invoice Request")***

A Supplier Invoice Request can be created for Accounting to pay Suppliers that do not take POs and purchases are **UNDER $500; DOES NOT include**:

- ✓ No technology or software
- ✓ No Restricted Funds (FD 12) (One-time exceptions may be provided by Campus Business Office)
- ✓ No contracts requiring signature
- ✓ No construction of public works projects
- ✓ No payments to employees for services
- ✓ No employee or student reimbursements

A Supplier Invoice Request can be created for Accounting to pay Suppliers for various purchases **OVER $500 only including**:

- ✓ Travel prepayments (including lodging, airfare, registration) (Approved Off-Campus Activity Form must be on file in the Business Office)
- ✓ Legal and risk management settlements or annuity payments
- ✓ Permit Fees/ Division of State Architect fees
- ✓ License/Filing Fees (ex. Pesticide Certification, EPA Fees, County Fees)
- ✓ Sponsorship/booth/table fees

Change Orders

- May be issued for Blanket PO
- NO Change Order may increase a PO to formal bid threshold unless on a Contract
- May be issued on Master Contracts as work orders without an amendment.
- Formally bid contracts may not exceed 10% of original contract amount
- New PO is required when a change order request would increase current PO to Informal Bidding Thresholds.

CHANGE ORDER REQUEST FOR GOODS REQUISITIONS

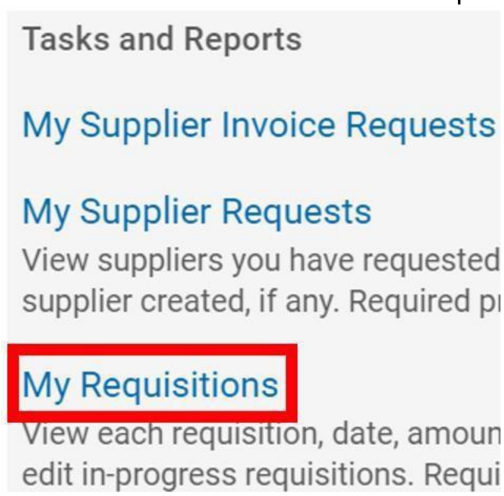
Please read the help text. These should only be submitted if a previous requisition has already become a PO and you wish to make a change or add additional funds.

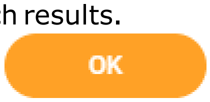
MY REQUISITIONS

From the Home page:

1. Type **my req** in the search bar and hit **Enter.** Or utilize the My Requisitions worklet.

2. Click on the **My Requisitions** link under the Tasks and Reports list.



3. Use the **Calendar** icon  or type to change the **Document Date On or After** field if the requisition was created more than a month ago.
4. Use the **Prompt** icon  or type to change any other applicable field to narrow the search results.
5. Click 

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6. The report will display all requisitions that the initiator has created fitting the search parameters.
7. Note the purchase order number under the Purchase Order column.

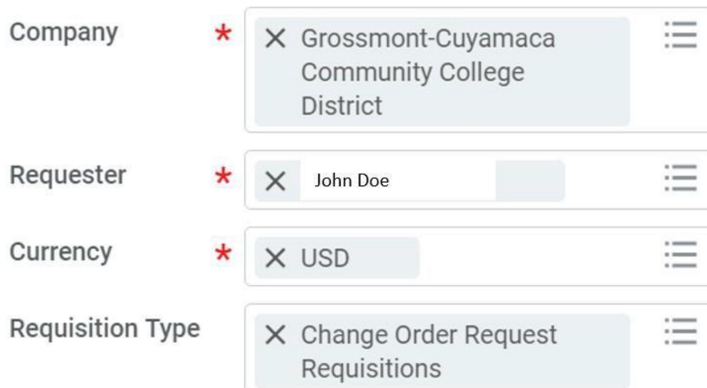
Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status
PR16.000012	Blanket Purchase Order Requisitions		09/22/2016	1,000.00	USD	RON BAKER CHEVROLET	P16.000006	Successfully Completed

CREATE A REQUISITION

From the Home page:

1. Type **cre req** in the search bar and hit **Enter**.
2. Click the **Create Requisition** link from the Tasks and Reports list.

3. The **Company** and your **name** will default into the fields. Note that the Company field will default in from your last Requisition transaction.
4. Use the **Prompt** icon or type to indicate the **Requisition Type** of **Change Order Request Requisitions.**



5. Click 

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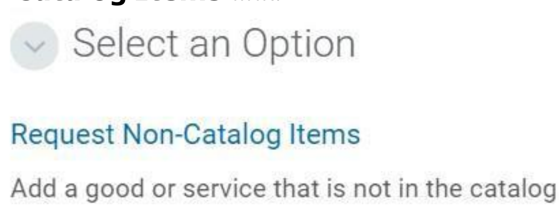
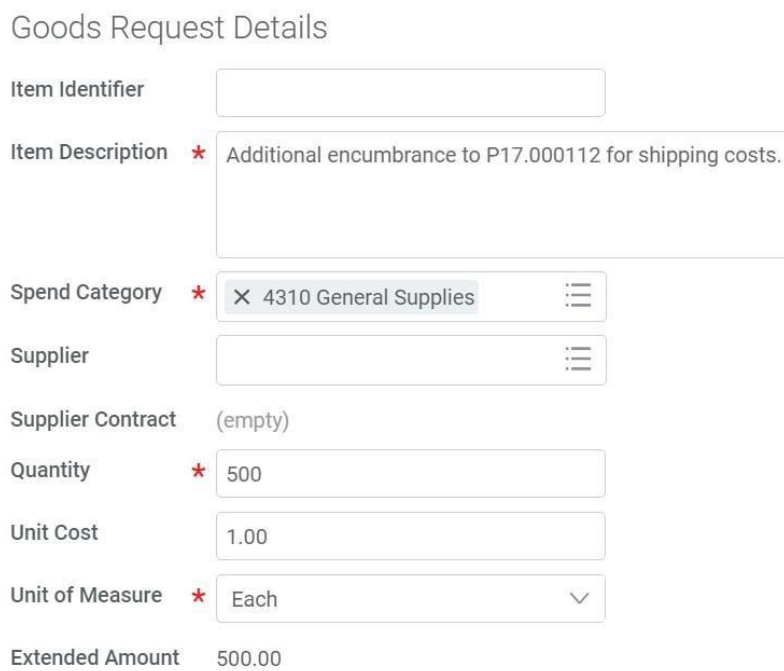
REQUEST NON-CATALOG ITEMS

From the **Create Requisition** screen:

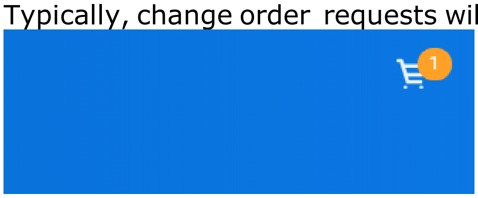
1. Click the **Request Non-Catalog Items** link.



2. Leave the **Item Identifier** field blank.
3. In the **Item Description** field, type to indicate which existing Purchase Order number you wish to add additional funds and a reason.
4. Use the **Prompt** icon or type to indicate the **Spend Category**. This will need to correspond with the spend category on Purchase Order.
5. Leave the **Supplier** field blank. You'll have an option to input the supplier later and will only need to do it once to apply to all lines.
6. Use the **Calendar** icon or type to indicate the **Start Date** of the service.
7. Use the **Calendar** icon or type to indicate the **End Date** of the service.
8. Type to fill the **Extended Amount** for the additional funds.



9. Click **Add to Cart** to add the line to the Requisition.
10. Click **OK**. Notice how that item was added to the cart in the top right of the screen.
11. Repeat steps 4 – 11 until all lines have been added to your Requisition, if needed. Typically, change order requests will only have one line item.



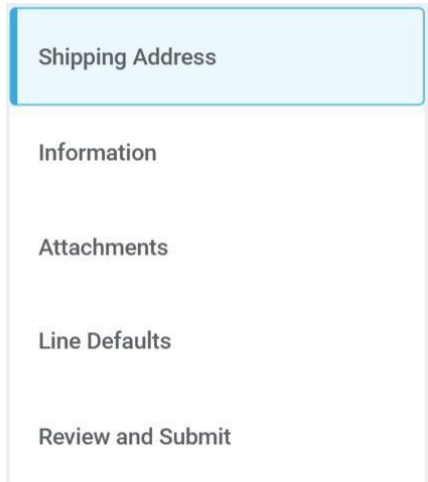
Requisition Type
Change Order Request Requisitions

12. Once you are ready to continue, click on the **Cart** icon .
13. The Cart screen displays. Click **Checkout**

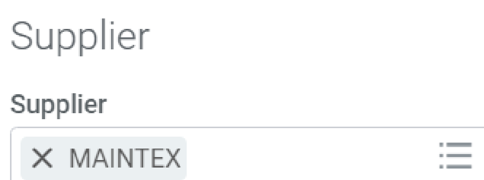
CHECKOUT REQUISITION

From the **Checkout** screen:

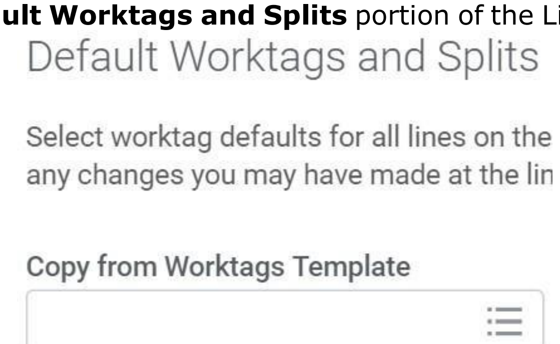
1. Double-check that the **Ship-To Address** matches the requester's campus location.



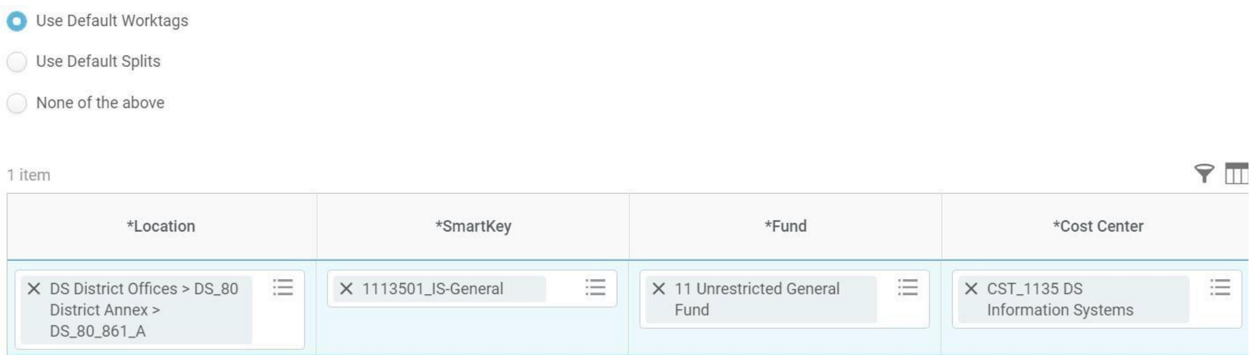
2. Click Next or click on the **Information** section.
3. Leave the **Memo to Supplier** field blank. Purchasing will determine what special notes need to be added here.
4. Type to input any special notes for Purchasing in the **Internal Memo** field. These notes will not print on the PO.
5. Click Next or click on the **Attachments** section. Drag and drop documents that need to be attached to the requisition. Blanket POs will require the Signatures Attachment.
6. Click Next or click on the **Line Defaults** section.
7. Use the **Prompt** icon or type to select the **Supplier** field. This will apply to all Requisition lines.



8. Scroll down to the **Default Worktags and Splits** portion of the Line Defaults section.



   a. If you have saved a Worktags Template prior: select the applicable worktag combination by using the **Prompt** icon or typing. If you do not have a saved template, then see Activity 6.1.
   b. If you are using a worktag combination that has not been saved as a template: check the **Use Default Worktags** radio button. Default worktags will display. Use the **Prompt** icon or type to input the correct **SmartKey** worktag.



NOTE: The **Location** field is to assist the Warehouse to deliver the goods. This should be the **office number where the items will be delivered,** NOT the building and NOT the college/district. Check the staff directory for your exact room number.

9. Use the **Prompt** icon or type to input the **Location**. It is recommended to type to room **number** (e.g. 142) and click **Enter** to see your options.
10. Click 

or click on the **Review and Submit** section.
11. The **Request Date** defaults to today.
12. Review the Requisition.
13. Scroll on the line items and remove the **Ship-To Contact** and **Deliver-To** values by clicking on the **X**.

14. Once you have resolved all error messages and made any further edits on the line level, click 

to run the budget check and move this along for approval.

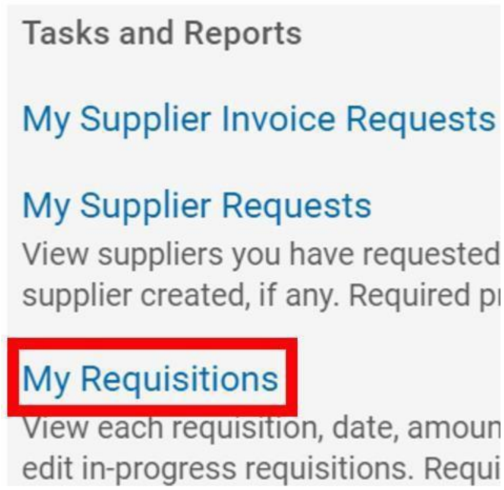
MANAGE REQUISITIONS

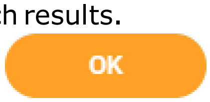
MY REQUISITIONS (YOURS)

From the Home page:

1. Type **my req** in the search bar and hit **Enter.** Or utilize the My Requisitions 

worklet.
2. Click on the **My Requisitions** link under the Tasks and Reports list.



3. Use the **Calendar** icon  or type to change the **Document Date On or After** field if the requisition was created more than a month ago.
4. Use the **Prompt** icon or type to change any other applicable field to narrow the search results.
5. Click 

.
6. The report will display all requisitions that the initiator has created fitting the search parameters. Note the PR number.

Requisition	Requisition Type	Document Date	Total Amount	Currency	Suppliers	Request Status	Edit Requisition
PR16.000478	Service Requisitions	11/22/2016	500.00	USD	TO BE DETERMINED (TBD)	In Progress	Edit Requisition

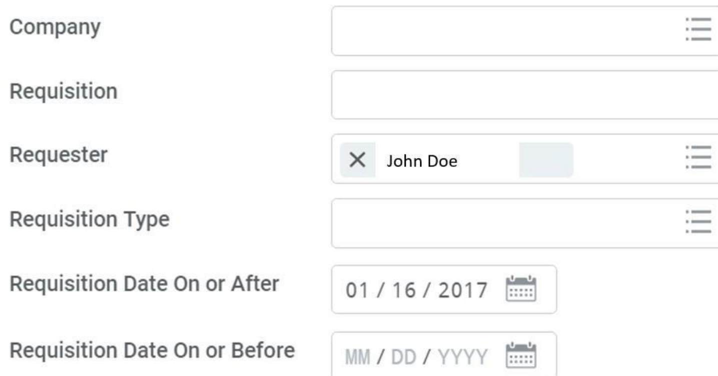
FIND REQUISITIONS (OTHERS)

NOTE: This functionality is not yet available to all employees.

From the Home page:

1. Type **find req** in the search bar and hit **Enter.**
2. Select the **Find Requisitions** link in the Tasks and Reports list. If you do not see this task, then it means you do not have security access to run this report.

3. Use the **Prompt** icon or type to indicate an employee(s) name in the **Requester** field.



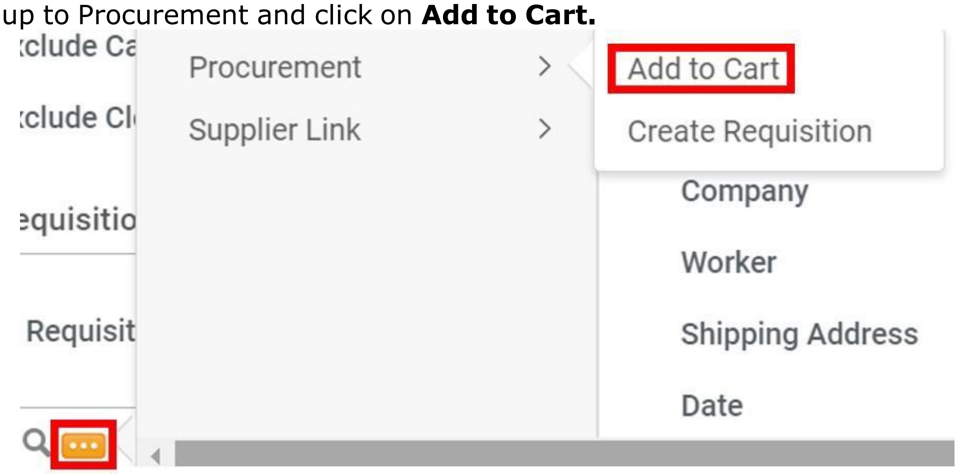
4. Use the **Calendar** icon or type to alter the **Requisition Date On or After** if you wish to see earlier requisitions. The report will default this date to 30 days prior.
5. Click 

.

COPY REQUISITIONS

From the **Find Requisition** or **My Requisitions** report:

1. Find the requisition that you wish to copy.
2. Hover your mouse next to the Requisition number or the magnifying class and click on the **Related Actions** icon.
3. **Hover up to Procurement and click on Add to Cart.**



4. The same line items will copy into a new requisition.
5. Click 

and continue your requisition as normal.

EDIT REQUISITIONS

NOTE: Requisitions can require a lot of information that you may not be able to enter at one time. You can save it and work on it later.

From the **My Requisitions** report:

1. Find your requisition and click the  button to the right.

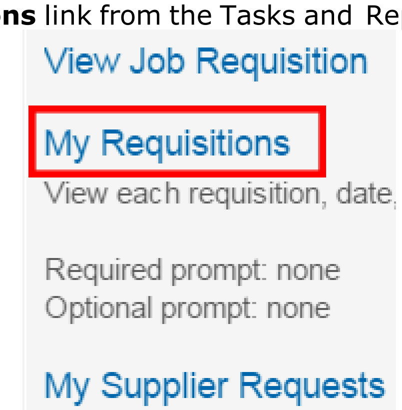
Requisition	Requisition Type	Document Date	Total Amount	Currency	Suppliers	Request Status	Edit Requisition
PR16.000478	Service Requisitions	11/22/2016	500.00	USD	TO BE DETERMINED (TBD)	In Pr	Edit Requisition

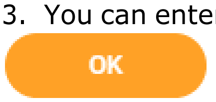
2. The Requisition you saved will open and is now ready for edits and changes.

DELETE REQUISITIONS

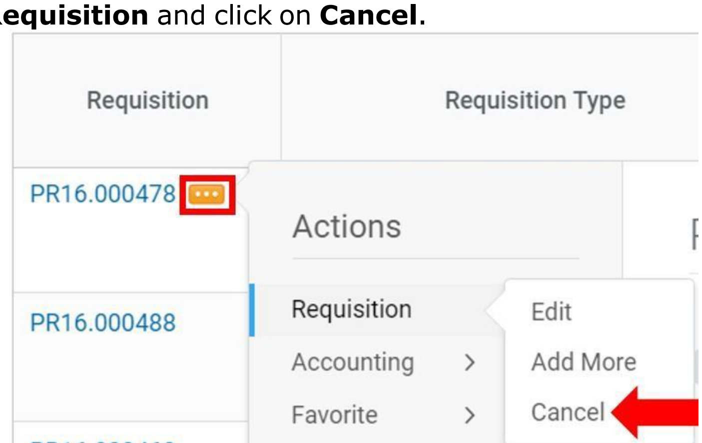
From the Home screen:

1. To find the requisition, type **Req** into the search bar and click **Enter.**
2. Select the **My Requisitions** link from the Tasks and Reports list.



3. You can enter parameters to narrow down your search or just click .

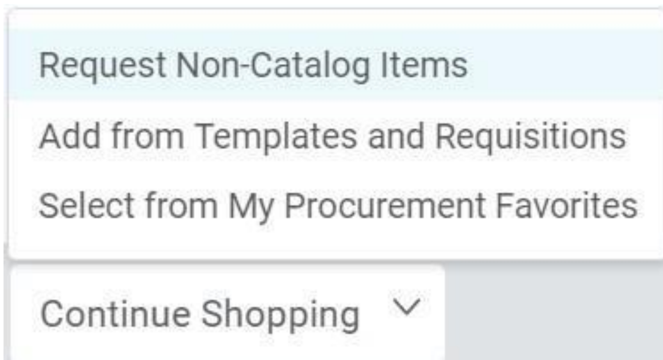
4. Find your requisition and click on the **Related Actions** icon.
5. Hover over **Requisition** and click on **Cancel**.



REQUISITION NAVIGATION

Do **NOT** click the back button on the browser any time you are ***entering*** or ***changing*** information in Workday.

Instead, click on the Continue Shopping icon and select **Request Non-Catalog Items.**



If you have progressed to the **Review and Submit** page, you can still return to the Create Requisition screen by clicking on the **Cart** icon at the top right of the page.

Common Spend Categories

- 4110 Instructional Materials
- 4210 Books
- 4220 Periodicals
- 4230 Supplies
- 4310 General Supplies
- 4311 Furniture – less than $5k
    - Use same object code for shipping and install
    - Combine quote lines to one line on REQ that are installed into one unit
- 4357 Fuel
- 4410 Meals & Meeting Refreshments
- 4510 Equipment- Non Computer Instructional less than $5k
    - Use same object code for shipping and install
- 4520 Equipment- Non Computer – Non Instructional less than $5k
    - Use same object code for shipping and install
- 4550 Computer Equipment – Instructional less than $5k
    - Use same object code for shipping and install
- 4553 Computer Equipment- Non instructional less than $5k
    - Use same object code for shipping and install
- 5110 Consultants
- 5131 Architects & Engineers
- 5132 Inspectors
- 5133 Hazardous Services
- 5149 Contract Services-IT
- 5210 Travel & Conferences
- 5225 Student Fieldtrips & Seminars
- 5310 Membership & Dues
    - Software does not go under this category
- 5320 Fees
- 5321 DSA Fees
- 5350 Software under $5k and less than 1 year
    - Platforms, renewals, memberships, subscriptions (excluding ISBNs)
- 5510 Water
- 5560 Trash
- 5565 Recycling Services
- 5580 Telephone
- 5610 Maintenance Contracts
    - Use for onsite repairs

- 5620 Rental or Lease of Facilities, Vehicles or Equipment
    - Rentals are a PO, not an SC
- 5630 Transportation Services
- 5640 Repairs by Outside Vendors
    - Use for offsite repairs
- 5670 Printing and Reproduction
- 5710 Legal Services
- 6210 Building Alterations
    - Roofs, fire protection and alarm systems, security systems, construction
- 6120 Site Improvements
    - paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting, HVAC, playground, radio towers, swimming pools, paved parking areas
- 6410 Equipment, Additional – over $5k
    - Musical Instruments (pianos, string, brass, percussion)
    - Athletic Equipment (weight machines, gymnastics, football, wrestling)
    - Audio Visual Equipment (projectors, cameras (still and digital))
    - Business Machines (fax, duplicating, and printing equipment)
    - Communications Equipment (mobile, portable radios, non-computerized)
    - Furniture and accessories (classroom and office) over $5k
    - ➢ Use same object code for shipping and install
    - ➢ Combine quote lines to one line on REQ that are installed into one unit
- 6420 Equipment – Non Computer – over $5k
    - mowers, tractors, appliances, floor scrubbers, vacuums, tools, maintenance equipment
    - Use same object code for shipping and install
- 6421 Equipment – Non computer Mgr Equip
    - Use same object code for shipping and install
- 6430 Equipment – Networked Copiers
    - Use same object code for shipping and install
- 6450 Computer Equipment – Instructional
    - Use same object code for shipping and install
- 6452 Computer Equipment – Technology
    - Use same object code for shipping and install
- 6453 Computer Equipment – Non Instructional
    - Use same object code for shipping and install
- 6454 Software – Over $5,000 more than 1 year
- 6470 Golf Carts
    - Use same object code for shipping
- 6471 Vehicles
    - Use same object code for shipping

Order Accounts

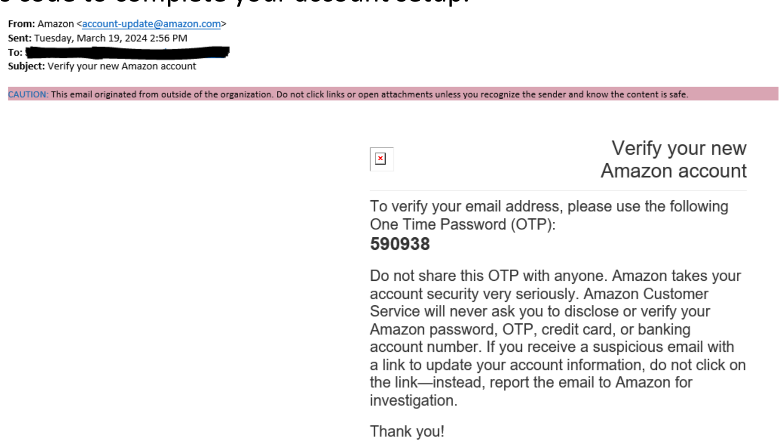
https://www.gcccd.edu/purchasing-contracts/order-accounts.php

- **ODP Business Solutions**
  - Submit completed application to Purchasing for access.
  - NCEPC orders or orders over $500 require a REQ.
- **Home Depot**
  - Limited cards will be authorized, contact Purchasing if a card is needed.
  - Departments who do not have a Home Depot Card must submit a REQ
- **Lowe's**
  - Limited cards will be authorized, contact Purchasing if a card is needed.
  - Departments who do not have a Lowe's Card must submit a REQ

- **Amazon Business:**

To Create an Account:

1. Send Purchasing your approved Application for Amazon Business On-Line Ordering Account Form.
2. Amazon Business account creation will be sent to your **@GCCCD.EDU work email**.
   - **Important Note:** If you use your work email for a personal Amazon account, you will need to call Amazon and switch to a personal email. Amazon will not let you have two accounts under one email.
   - Barracuda is marking the **Verify your new Amazon account** code as spam. You will need to retrieve this code to complete your account setup.



From: Amazon <account-update@amazon.com>
Sent: Tuesday, March 19, 2024 2:56 PM
To: [redacted]
Subject: Verify your new Amazon account

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Verify your new Amazon account

To verify your email address, please use the following One Time Password (OTP):
590938

Do not share this OTP with anyone. Amazon takes your account security very seriously. Amazon Customer Service will never ask you to disclose or verify your Amazon password, OTP, credit card, or banking account number. If you receive a suspicious email with a link to update your account information, do not click on the link—instead, report the email to Amazon for investigation.

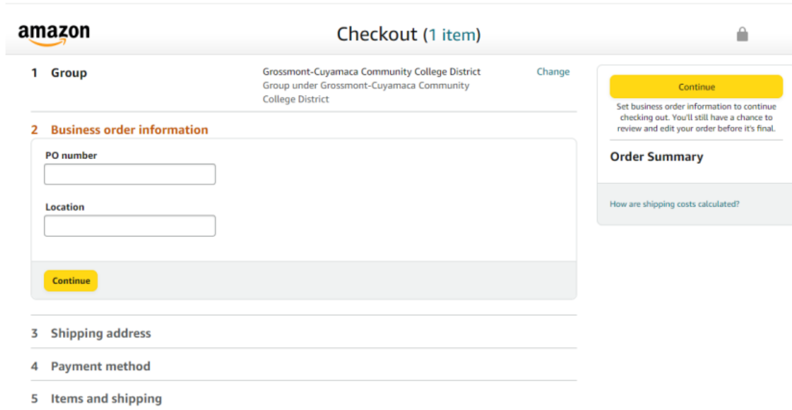
Thank you!

To Place an Order:

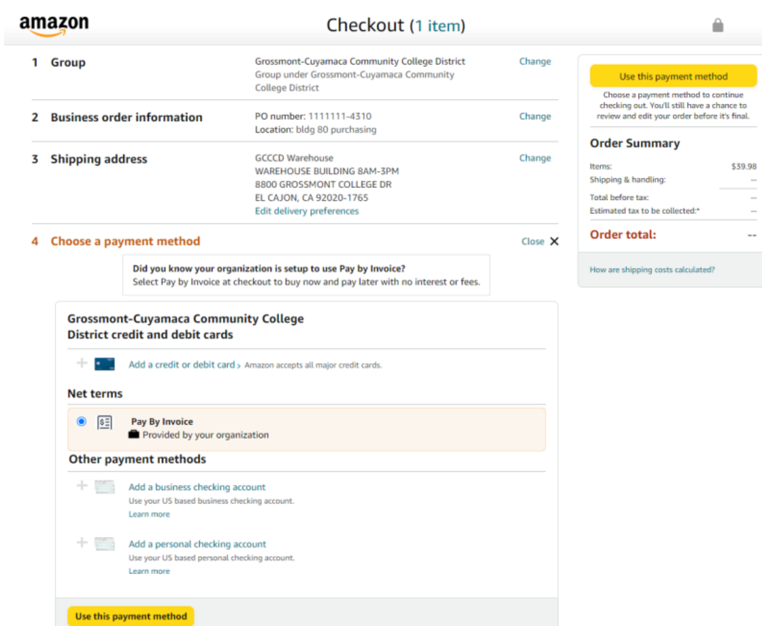
1. Add Items to your Cart and then Proceed to Checkout
2. Due to inventory threshold limits, each order must be **under $500**.
   - Individual items **$500 or more require a requisition** and Purchasing will place the order.

- When requested by the College Business department, an approver account may be created to approve requestor's orders.
- Requestors **cannot** order **prohibited items.**

3. At checkout your **PO Number** will be your **Smartkey/4310**
    - This account code can be added to your account
    - When **PO Number** does not auto populate, enter your **Smartkey/4310**
    - In **Location**, enter your **Bldg. Number and Department**



4. **Shipping Address** will default to the Warehouse
5. Payment method must always be **Pay by Invoice**
    - <u>**DO NOT USE YOUR PCARD**</u>



Prohibited items: Inventory items, capital assets, furniture, technology, software, single items $500 or more, food, water, coffee products, services, office equipment, and any contracted GCCCD Bookstore items (ISBN, Clothing with Institution emblem, graduation caps/ gowns/ commencement invitations, student study aids and tools).

Gift Cards

P-Cards cannot be used to purchase any gift cards, giveaways, prizes, or opportunity drawings. Gifts of any kind must go through Purchasing.

1. End-User creates requisition to Blackhawk Network Inc.
    - No quote needed.
    - Always add $25 for shipping fees.
    - No VISA gift cards allowed.
    - Gift Card max is set by College Business Office

2. Buyer places order online with Blackhawk Network.
    - Buyer must have access to online account with Blackhawk.
    - Download pdf invoice and email to District Accounting for payment processing.
    - Blackhawk emails order confirmation.
    - Upload both invoice and order confirmation to PO.

3. Accounting processes invoice and issues payment.
4. Blackhawk receives payment and processes order (4-6 week) turnaround.
5. Gift Cards are delivered to Grossmont College Warehouse.
    - Warehouse contacts Purchasing

6. Buyer verifies quantity.
    - Buyer emails cashier's office and end user order receipt status.
    - Buyer provides College Business Office audit log template.
7. Warehouse delivers cards to College Cashier's Office.
    - College Cashier verifies quantity, signs delivery log, and stores cards in safe.

8. Program picks up gift cards at College Cashier's Office.
    - Issue quantity determined by Site Business Office.
    - Completed Gift Card Audit Log must be turned in to receive additional cards.
    - Program submits Monthly Excel Gift Card Log for issued cards to Business Office for review and Financial Aid reporting.

9. Site Business Officer must Audit completed Gift Card Logs that have been submitted to Cashier's office.
    - Site Business Office and Site Financial Aid are responsible for reporting.
    - All Gift Cards purchased with Grant Funds MUST be reported to Site Financial Aid.

Funding Restrictions

1. State Funds: Expenditures for gifts MAY NOT be charged to State Funds except for a gift awarded to a student for an academic achievement. The Constitution of the State of California prohibits any gift of public funds.
2. Contract and Grant Funds: Federal, local government, and private contract and grant funds MAY NOT be used to purchase gifts, unless such expenses are specifically authorized in the contract or grant and only to the extent and for the purpose(s) so authorized.
3. Non-State Funds: Various non-State funds controlled by the District (endowments, gifts, etc) MAY be used to purchase gifts, in accordance with board policy and subject to any restrictions on those funds. In the event of a conflict between the terms of the funding source and District policy, the more restrictive policy shall apply.
    - Honorarium: One-time payment granted for special service, distinguished achievement, and special lecture, participation in a workshop, attendance or similar activities.
    - IRS regulation states gift cards in any amount count as taxable income and must be reported on Form W-2. Gift cards are a fringe benefit.
4. Tax Reporting: Under Internal Revenue Service regulations, the District will report any gift or award with a value of $600 or more provided to a non-employee on a Form 1099. If a gift recipient is both a student and an employee, a determination must be made as to whether the receipt of the gift is dependent on the individual's employment relationship with the District. If the gift is not dependent in any fashion on the fact that the student was also employed by the District (a student prize for outstanding course work) the gift will be treated as a non-employee transaction.
    - Departments should collect a Form W-9 at events where cash prizes and awards will be distributed that are valued $600 or more.
    - Federal Taxation of Aliens: policy regarding the withholding, reporting and remittance of federal income tax on any payment made by the District to a nonresident alien. Includes Asylee/ Refugee, any person who has been granted asylum but has not yet been granted permanent residency. Department distributing the gift card/ certificate is responsible for the payment of the applicable tax withholding of 30%.
5. *District and public officials can face potential legal liability, including taxpayer lawsuits, civil and criminal penalties, and the loss of public confidence, for the misuse or improper expenditure of public monies. (Gov Code 8314; Pen Code 424)*

Reference: CA Government Code 89501, Reg 18931.3, CA Constitution Article 16, Section 6

Acknowledgement of Goods/Gift Cards Received

Form must be completed before the distribution of the gift card or Incentive when log is not applicable.

NAME (print):_______________________________________GCCCD STUDENT ID #:_____________

ADDRESS:____

EMAIL ADDRESS:____

Gift Card Type:________________________________Program:______________________________

______

Value of Gift Card: $_____________________Gift Card Identifier Number:____________________

Please Select One:

______I am a Grossmont-Cuyamaca Community College District Employee

Select this box if you are an employee. You acknowledge that it is your responsibility to report the value of your gift card/ incentive to the appropriate taxing authorities, and that you are responsible for the payment of any tax liability that results from such reporting. If you receive $600 or more in gift cards/ incentives from GCCCD during any calendar year, we are required to report this information to the IRS.

______I am a Grossmont-Cuyamaca Community College District Student (Related to Financial Aid)

Select this box if you are a GCCCD student and you are receiving this gift/ certificate/ goods without any non-academic requirements or to defray the cost of attendance (such as gas cards/ grocery cards or bookstore cards), the value of your gift card/ incentive will be added to your financial aid package.

______I am a Grossmont-Cuyamaca Community College District Student (Not Related to Financial Aid)

Select this box if you are a GCCCD student and this is for completing surveys, attending events or participating in focus groups, for example. The Value of your gift card/ certificate/ goods may be considered taxable income by taxing authorities (Internal Revenue Services, California Franchise Tax Board, etc) and may result in a tax liability. You acknowledge that it is your responsibility to report the value of your gift card/ incentive to the appropriate taxing authorities, and that you are responsible for the payment of any tax liability that results from such reporting. If you receive $600 or more in gift cards/ incentives from GCCCD during any calendar year, we are required to report this information to the IRS on form 1099.

______I am a Nonresident/ Noncitizen

If you are not a nonresident/ noncitizen, the IRS requires that 30% of the value of the gift card/ incentive be withheld. However, due to the impracticality of withholding on a gift card/ certificate, the Department distributing the gift card/ certificate is responsible for the payment of the applicable tax.

By signing this document, I acknowledge that I understand and agree to these terms and conditions.

Signature:____Date:___________________________

Procurement Card

- Travel and Meeting Expense cards are limited by position.
- Statement Closes the 22nd of the Month.
- Smartkey and Spend Code must be updated on https://access.usbank.com prior to the close of your statement.
- Direct Manager is responsible for ensuring card holders abide by regulations and must sign completed log.
- College Business Office ensures Managers signed and turned in all completed logs.
- Card holds found in non-compliance will be addressed and card holder account may be suspended.

- Receipts and Signed Statement must be submitted to District Accounting by the 10th of the following Month.

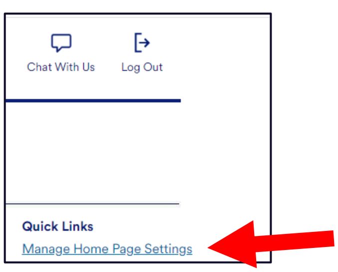
Log into Web Address: https://access.usbank.com
Organization Short Name (OSN): CALCRD

User ID:_______________

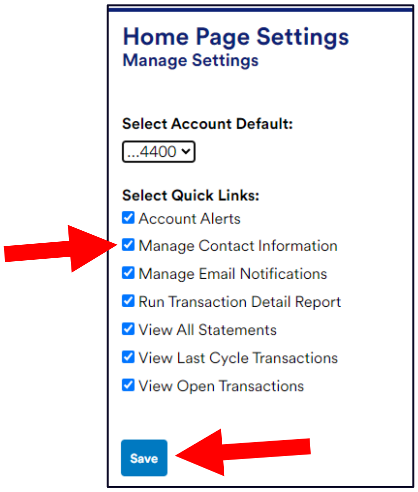
Password:_____________

Set Up your main page

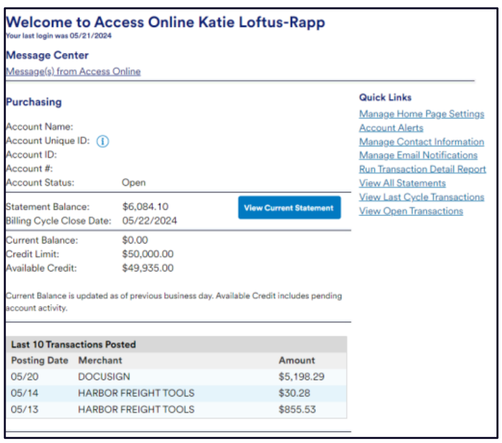
- Click Manage Home Page Settings under Quick Links



- Select all options and Save

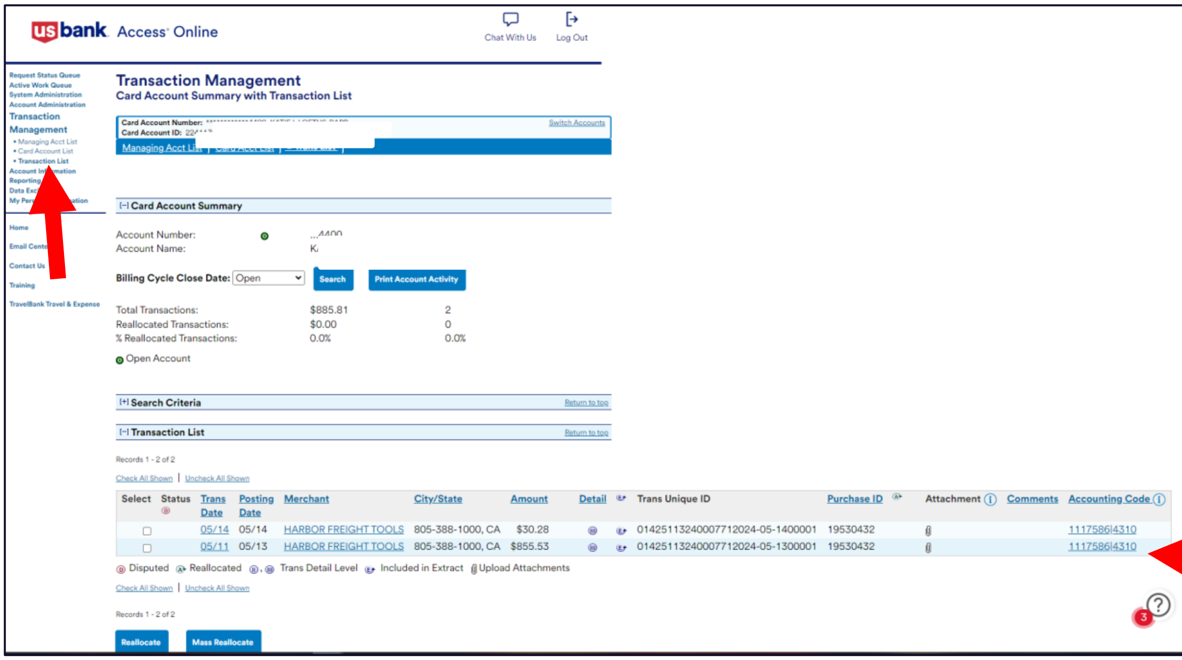


This allows quick access to your account overview and only needs to be done once.

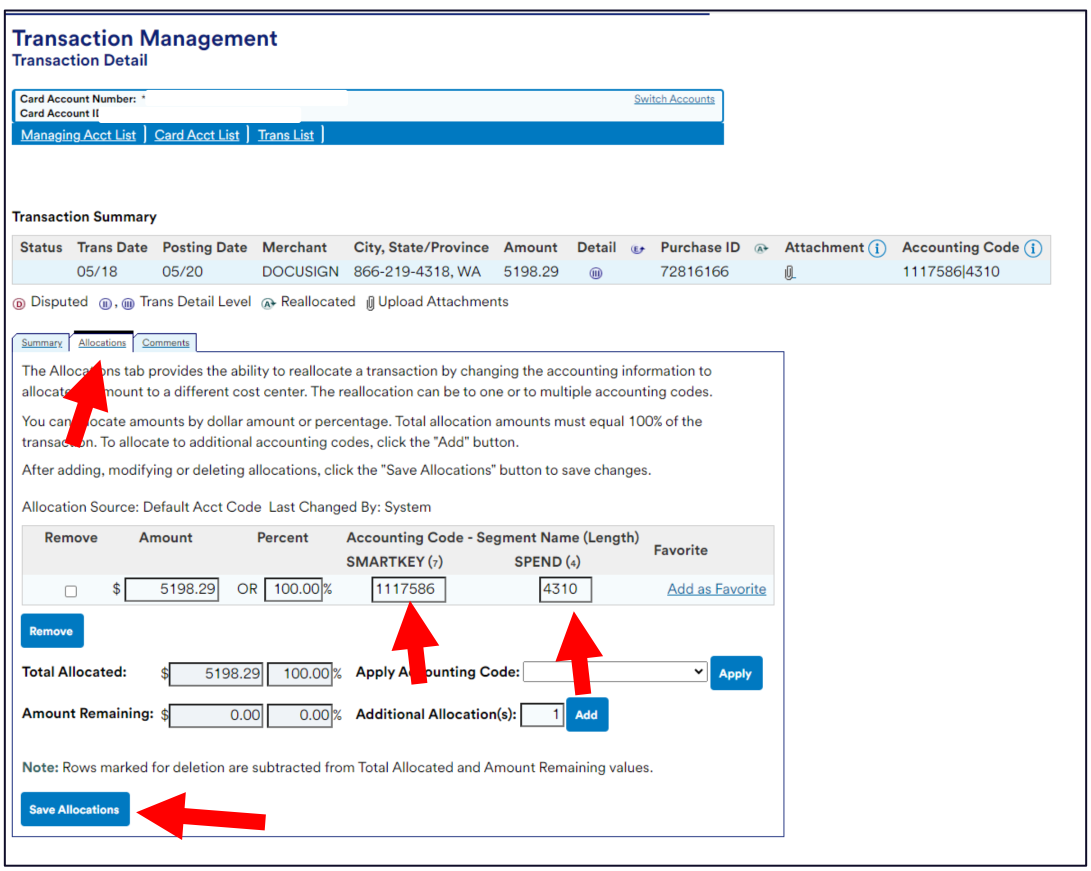


On the Left hand side choose

- Transaction Management
- Card Account List
- Choose your Account Number
- Your current charges will show under Transaction List
- Review your Accounting Code to identify which codes should be changed.

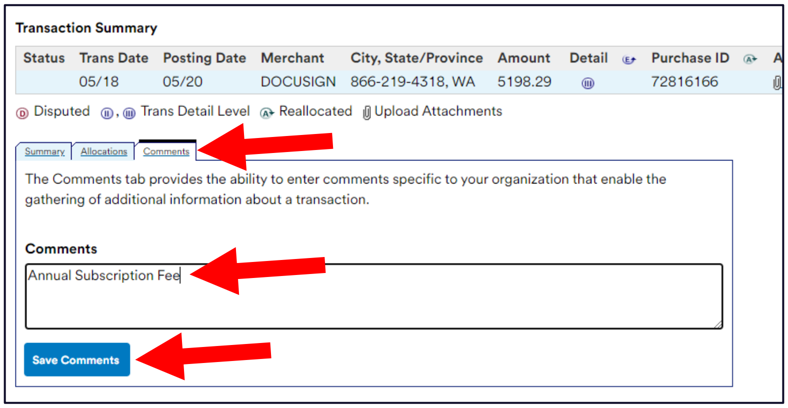


- When Accounting Code default needs to be updated to correct SmartKey, click on the code you need to correct.

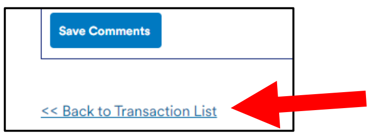


- Update the Smartkey and Spend in the Transaction Summary Allocations Tab
- Click Save Allocations

- DO NOT update Accounting Code after Statement has Closed. Changes made after statement has closed will not be accepted.

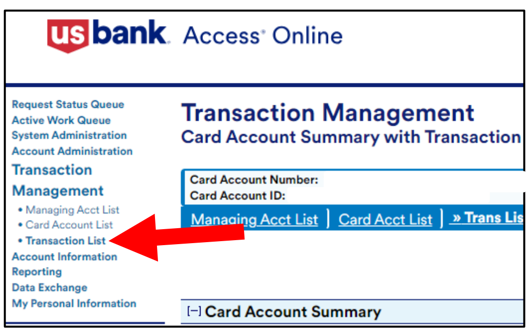


- Click on the Comments tab and enter a detailed description of the charge. EX: Plane Ticket, Car Rental, Subscription Fee, tools, paper, food, catering, etc.
- Click Save Comments



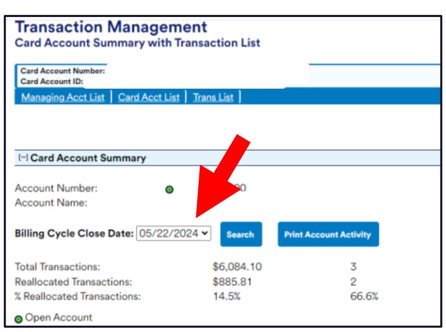
- Click Back to Transaction List to update additional charges.

You have until the 22nd of every month to update Accounting Codes before your statement is sent to Accounting. If the 22nd falls on a weekend, your statement will end the prior Friday.

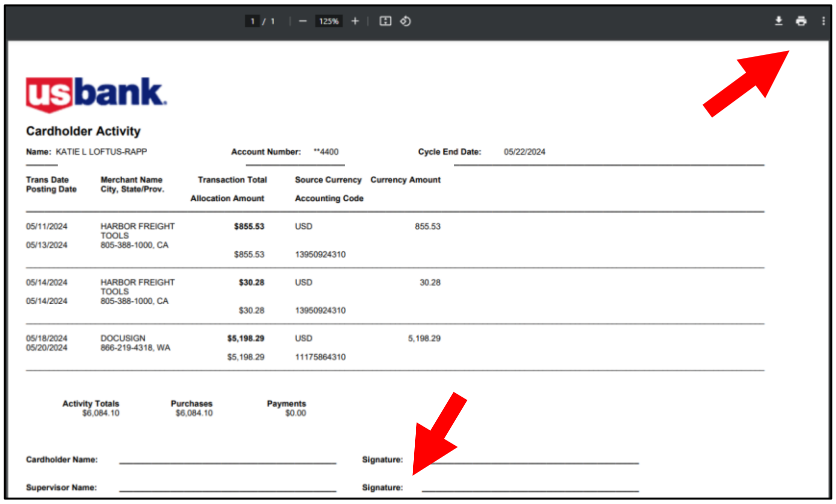


Transaction Management/ Transaction List

- Billing Cycle Close Date: Choose Cycle that just ended
- Search



- Click Print Account Activity
- This will be the Statement you turn into to your Manager with receipts.
- The Accounting Code on this Activity Report will be sent to Account. Ensure this code is correct prior to the 22nd to <u>avoid Journal entries</u>.



usbank

Cardholder Activity

Name: KATIE L LOFTUS-RAPP **Account Number:** **4400 **Cycle End Date:** 05/22/2024

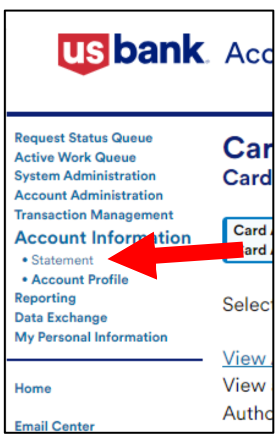
Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount
05/11/2024 05/13/2024	HARBOR FREIGHT TOOLS 805-388-1000, CA	**$855.53** $855.53	USD 13950924310	855.53
05/14/2024 05/14/2024	HARBOR FREIGHT TOOLS 805-388-1000, CA	**$30.28** $30.28	USD 13950924310	30.28
05/18/2024 05/20/2024	DOCUSIGN 866-219-4318, WA	**$5,198.29** $5,198.29	USD 11175864310	5,198.29

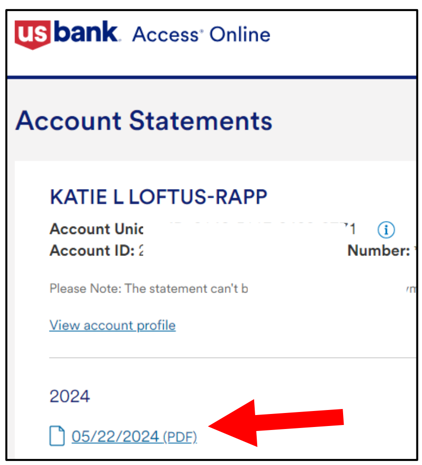
Activity Totals $6,084.10 **Purchases** $6,084.10 **Payments** $0.00

Cardholder Name: ______ **Signature:** ______

Supervisor Name: ______ **Signature:** ______

- You can view your Statement under Account Information/ Statement/ Account Overview, but this will not show reallocated accounting codes.





- Signed Card Holder Activity statements with receipts are due to the District by the 10th of the following month.
- Statements will be reviewed by Accounting and Internal Auditor.
- Transactions found in non-compliance will be addressed and card holder account may be suspended.

Contracted Services

- Requisition Services lines are for all services and public works projects.
- Requisitions may not include negative lines.
- Contracts may cross fiscal years
- Multi-year contracts do not expire 6/30 unless specified in the contract terms.
- Encumber per Fiscal Year unless using Bond funds.
- Attach worksheets per REQ to ensure Purchasing has all applicable information required to contract for services.
- Include Project Manager and Point of Contact information in Internal Notes
- Supplier contact email is required for all contracts

SERVICE REQUISITIONS

Please read the help text. Service Requisitions will be replacing the Request for Contract (aka RFC) form. You will no longer need to submit this form to Purchasing and you will not need to attach it to the requisition in Workday.

CREATE A REQUISITION

From the Home page:

1. Type **cre req** in the search bar and hit **Enter**.
2. Click the **Create Requisition** link from the Tasks and Reports list.

3. The **Company** and your **name** will default into the fields. Note that the Company field will default in from your last Requisition transaction.
4. Use the **Prompt** icon or type to Use the **Prompt** icon or type to indicate the **Requisition Type** of **Service Requisitions.**

5. Click 

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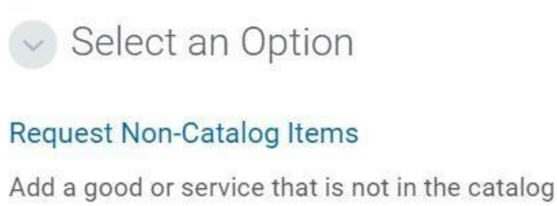
REQUEST NON-CATALOG ITEMS

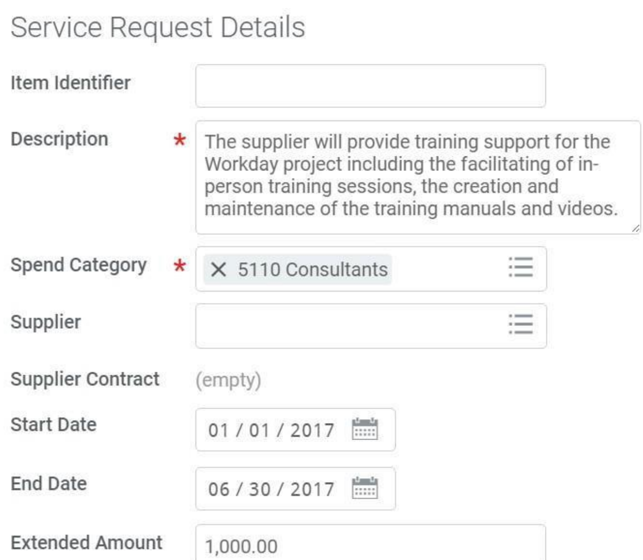
From the **Create Requisition** screen:



1. Click the **Request Non-Catalog Items** link.

2. Click to select **Request Service**

3. Leave the **Item Identifier** field blank.
4. In the **Item Description** field, type to include a description of the service or the work to be performed. This information should be as detailed as the information previously provided on the RFC and should also include the fiscal impact statement specifying the funding source.
5. Use the **Prompt** icon or type to indicate the **Spend Category**. This will need to correspond with the appropriate service (e.g. Contract, Professional Services).
6. Leave the **Supplier** field blank. You'll have an option to input the supplier later and will only need to do it once to apply to all lines.
7. Use the **Calendar** icon or type to indicate the **Start Date** of the service.
8. Use the **Calendar** icon or type to indicate the **End Date** of the service.
9. Type to fill the **Extended Amount** for this service. This could be **0.00** for certain types of services such as no cost memorandums of understanding or clinical education agreements.



10. Click 

to add the line to the Requisition.
11. Click 

. Notice how that item was added to the cart in the top right of the screen.
12. Repeat steps 4 – 11 until all lines have been added to your Requisition, if needed. Typically, service requisitions are only one line item.

13. Once you are ready to continue, click on the **Cart** icon .

14. The Cart screen displays. Click 

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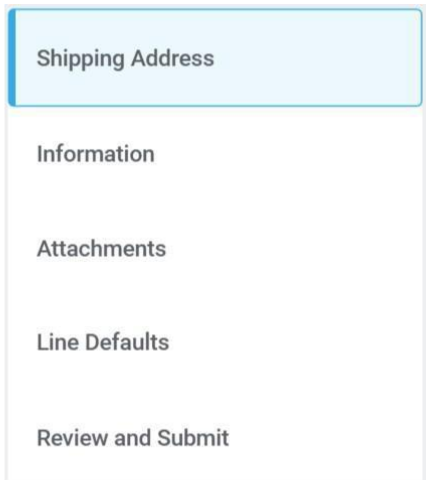
CHECKOUT REQUISITION

From the **Checkout** screen:

1. Double-check that the **Ship-To Address** matches the requester's campus location.



2. Click 

or click on the **Information** section.

3. Leave the **Memo to Supplier** field blank. Purchasing will determine what special notes need to be added here.

4. Type to input any special notes for Purchasing in the **Internal Memo** field. These notes will not print on the PO.

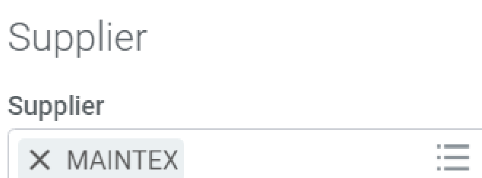
5. Click 

or click on the **Attachments** section. Drag and drop documents that need to be attached to the requisition. Blanket POs will require the Signatures Attachment.

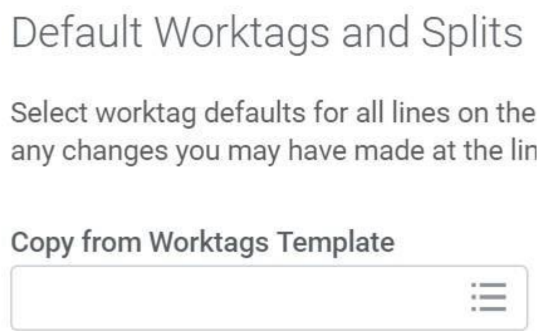
6. Click 

or click on the **Line Defaults** section.

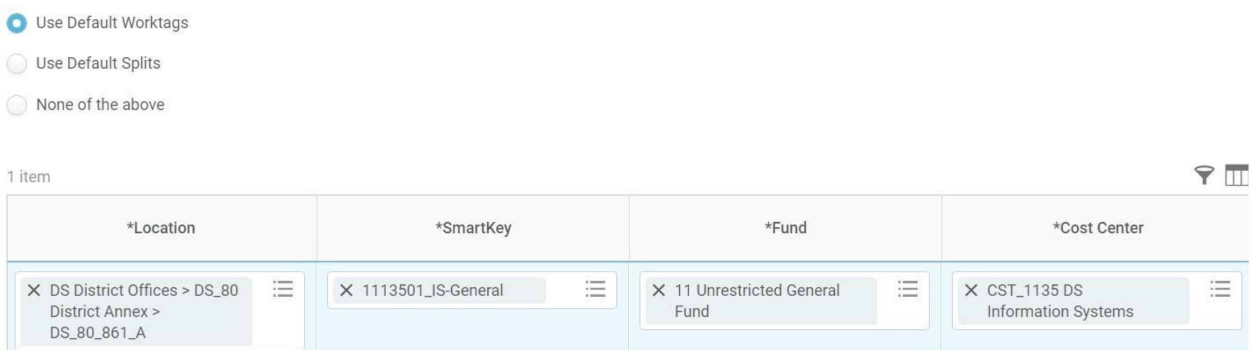
7. Use the **Prompt** icon or type to select the **Supplier** field. This will apply to all Requisition lines.



8. Scroll down to the **Default Worktags and Splits** portion of the Line Defaults section.



a. If you have saved a Worktags Template prior: select the applicable worktag combination by using the **Prompt** icon or typing. If you do not have a saved template, then see Activity 6.1.
b. If you are using a worktag combination that has not been saved as a template: check the **Use Default Worktags** radio button. Default worktags will display. Use the **Prompt** icon or type to input the correct **SmartKey** worktag.



NOTE: The **Location** field is to assist the Warehouse to deliver the goods. This should be the **office number where the items will be delivered,** NOT the building and NOT the college/district. Check the staff directory for your exact room number.

9. Use the **Prompt** icon or type to input the **Location**. It is recommended to type to room **number** (e.g. 142) and click **Enter** to see your options.

10. Click  or click on the **Review and Submit** section.

11. The **Request Date** defaults to today.
12. Review the Requisition.
13. Scroll on the line items and remove the **Ship-To Contact** and **Deliver-To** values by clicking on the **X**.

14. Once you have resolved all error messages and made any further edits on the line level, click  to run the budget check and move this along for approval.

Professional Service Agreements

- A **minimum of 2 weeks** for process is required
- Catering, Food Trucks and Food Vendors are required to have a valid County Health Permit and Auto Insurance
- LLC's not registered with the CA Secretary of State will have Taxes withheld from payments and the District will pay taxes directly to the State.
- Payment is not guaranteed for Unauthorized services outside of a contract.
- PSA multi-year contracts may be up to 5 years.
- **Attach Service Agreement Worksheet to Requisition**
- Access to form: https://www.gcccd.edu/purchasing-contracts/staff.php

<table>
<tr><th colspan="6">Service Agreement Worksheet</th></tr>
<tr><td colspan="6">Grossmont-Cuyamaca Community College Campus: Click here to enter text.</td></tr>
<tr><td colspan="3">Name of Contractor
Click here to enter text.</td><td colspan="3">Check the box that applies: include W9 for new vendors
☐ Sole Proprietor ☐ Partnership ☐ Corporation</td></tr>
<tr><td colspan="2">Name of Company if different from above field</td><td colspan="2">Contactor Phone Number</td><td colspan="2">Contactor E-mail address</td></tr>
<tr><td colspan="2">Click here to enter text.</td><td colspan="2">Click here to enter text.</td><td colspan="2">Click here to enter text.</td></tr>
<tr><td colspan="6">Contractor Address (street address, city, state, zip code)</td></tr>
<tr><td colspan="6">Click here to enter text.</td></tr>
<tr><td colspan="5">Contractor accepts NET-30 Terms</td><td>☐ Yes ☐ No</td></tr>
<tr><td colspan="6">GCCCD will process payment within 30 days of invoice AFTER services have been performed. Pre-Payment is NOT authorized.</td></tr>
<tr><td colspan="5">After the Fact – Services have already been performed</td><td>☐ Yes ☐ No</td></tr>
<tr><td colspan="6">Submit a Supplier Invoice Request with a Justification as to why GCCCD Purchasing Regulations were not followed</td></tr>
<tr><td colspan="5">Is there a Conflict of Interest?</td><td>☐ Yes ☐ No</td></tr>
<tr><td colspan="6">Code 87100-87500.1 prohibits an employee from making, participating in the making, or using their official position to influence a decision where the decision may have a financial impact on the employees personal or other financial interests.</td></tr>
<tr><td colspan="5">Services under $50,000</td><td>☐ Yes ☐ No</td></tr>
<tr><td colspan="6">ALL LLC's must be registered with CA Secretary of State</td></tr>
<tr><td colspan="6">Independent Contractor's using their Social Security Number will receive a 1099</td></tr>
<tr><td colspan="6">Foreign LLC working in California
https://bpd.cdn.sos.ca.gov/llc/forms/llc-5.pdf per Cal. Corp. Code § 191 (2023); Cal. Corp. Code § 17708.03 (2023)</td></tr>
<tr><td colspan="5">Services $50,000 - $114,499</td><td>☐ Yes ☐ No</td></tr>
<tr><td colspan="6">If Yes, proof of Requestor contacting a minimum of 3 vendors or Purchasing approved exception must be attached to requisition.</td></tr>
<tr><td colspan="5">Services $114,500 or more</td><td>☐ Yes ☐ No</td></tr>
<tr><td colspan="6">If Yes, Formal Bidding requirements must be followed, Contact Purchasing</td></tr>
<tr><td colspan="5">Services will be performed on campus</td><td>☐ Yes ☐ No</td></tr>
<tr><td colspan="6">If Yes, Certificate of Insurance (COI) including Liability, Auto, and Workers' Comp insurance will be requested by Purchasing during contracting process.
Speakers/ Consultants may submit Liability Waiver form, but must have Auto Insurance.</td></tr>
<tr><td colspan="6">Unsigned Contract Scope of Work must be included with this form and attached to Requisition.</td></tr>
<tr><td>Start Date:</td><td colspan="2">Click here to enter text.</td><td>End Date</td><td colspan="2">Click here to enter text.</td></tr>
<tr><td>Hourly Rate:</td><td>$ Click here to enter text.</td><td>Fixed fee:</td><td><b>$ Click here to enter text.</td><td>Not to Exceed Amount</td><td>$ Click here to enter text.</td></tr>
<tr><td colspan="6">The responsible department authority is to complete this section. By authorizing the transaction, the department authority warrants and represents that the information provided is true and correct.</td></tr>
<tr><td colspan="3">Campus Contact Name</td><td colspan="3">Title or Position</td></tr>
<tr><td colspan="3">Click here to enter text.</td><td colspan="3">Click here to enter text.</td></tr>
<tr><td>Date:
Click here to enter text.</td><td colspan="2">Telephone Number:
Click here to enter text.</td><td colspan="3">Email Address:
Click here to enter text.</td></tr>
</table>

Public Works

- **Attach Public Works Request Form to Requisition.**
- Minor Maintenance under $15,000 may be processed on a PO without a DIR number.
- Prevailing Wage is required on all labor $1,000 or more.
- Access to form: https://www.gcccd.edu/purchasing-contracts/staff.php

Public Works Request Form

Contractor Name		Project Manager	
Address		PM Email	
City, St, Zip		Payment Bond	Required on Contracts over $25k and cost of Bond should be included in quote
Phone	( ) -	Estimate	$
Email		Campus	
CSLB License #		Project Name	
License Classification		DSA (Division of the State Architect) If YES Contact GAFCON	YES NO Licensed Architect/Engineer prepare drawings and specs
Dir #		EST. Start Date	
Contact Name		Completion Date	

$0-$59,999 One Proposal(Inviting multiple contractors to submit proposals is recommended)	
	Over $0 Certificate of Insurance (COI) including additional insured endorsement, (Purchasing will request COI document) **Commercial Liability, Auto, and Workers' Comp $1,000,000; Aggregate $2,000,000**
	Over $1,000 Prevailing wage regulations labor code 1770-1777.6
	Over $15,000 MAINTENANCE: PWC-100 registered project with DIR Registration Number
	Over $25,000 Payment and Performance Bonds (Civil code 9550-9566) (Purchasing will request Bond document) NEW: PWC-100 registered project with DIR Registration Number
$60,000 - $200,000 Informal Bid (Competitive solicitation conducted by Purchasing)	
	Over $0 certificate of insurance (COI) including additional insured endorsement, (Purchasing will request COI document) **Commercial Liability, Auto, and Workers' Comp $1,000,000; Aggregate $2,000,000**
	Over $1,000 Prevailing wage regulations labor code 1770-1777.6
	PWC-100 registered project with DIR Registration Number
	Bid, Payment and Performance Bonds (Civil code 9550-954666, PCC 20483) (Purchasing will request Bond document)
	Informal contract documents (Mandatory 10 day solicitation, 72 hrs between addendum and bid opening PCC4101.5)
$200,000 and over Formal Bid contact GAFCON	

Contractor must register https://vendors.planetbids.com/portal/52798/portal-home
Note: Must include CUPCCAA when completing Category/ Description

Scope of Services (Prevailing Wage Rates Apply – Be sure Contractors are aware when quoting)

Project (select only one): Maintenance ____New ____ (alteration, construction, installation, demolition or repair)
SCOPE:

Attach this Document and all Plans, Drawings and Technical Specifications to requisition.

Contact Purchasing regarding all Emergency Contracts prior to receiving quotes.

Emergency Public Works

- **Only the <u>Vice Chancellor of Business Services</u> can authorize an Emergency and submit for Board Approval**
- <u>Contracts are required prior to services being rendered for Public Works</u>
- Under $15k Maintenance and under $25k Construction require a PO prior to services being rendered
- Over $200k requires Board Approval

Public Contract Code: an "emergency" is defined as "a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services."

Section 22035(a) in cases of emergency when repair, alterations, work, improvement or replacements are necessary to any facility of the college or to permit the continuance of existing college classes, or to avoid danger to life or property, the board may by unanimous vote do either of the following:

1. Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

Emergencies supersede bidding ONLY. Nothing deemed an emergency shall eliminate the requirement for bonds, prevailing wages and certificates of insurance.

1. Over $200,000 must have unanimous board vote finding that work cannot be delayed and action is necessary to respond to the emergency.
2. If no notice for bids is advertised, then Board shall review emergency action at next regularly scheduled meeting, and each meeting until emergency is terminated.
3. College to complete infrastructure risk and vulnerability assessments.
4. Document structure damage and supporting arrangements for stabilization or destruction of immediate hazards to public health and safety.
5. District Purchasing will issue contract and request all required documents.

Amendments

- Required to extend terms and add scope of work
- May not extend terms past 3 years for supplies and 5 years for services
- May not increase formally award past 10% of the original contract amount
- May not increase informal bids into formal bid threshold
- May not extend an expired contract
- Public Works under $15k Maintenance and under $25k construction may not be increase over $15/$25 due to bond requirements and labor compliance.

Fiscal Year End

Description	Due Date
Next FY Purchase Requisitions First day to enter Next FY REQs REQ must be dated 7/1/XX or after	**April**
Current FY Supply and Material Requisitions REQ Final Date: REQs must be fully approved and in Purchasing's Queue for Current FY	**April**
Current FY REQs in Draft or Pending status and Supply Change Order's will be Canceled Exceptions must attach completed approval form from College Business Office Professional Services and Public Works contracts are excluded and will NOT be canceled.	**April**
Submit Supplier Invoice Request for all non-contract Invoices that exceed PO balance REQ change orders to increase a PO will not be processed	**April**
Procurement Card Usage Transactions after June 16 may not show up until the July statement and would then be charged in Next FY	**June**
Receive by Date: Orders must be delivered by June 30th. **Orders delivered after June 30th will be charged to the following FY regardless of PO date**	**June 30th**
PO Closure **Non Roll POs will be Closed:** Contracts crossing Fiscal Years will not be closed. **Closed PO Invoices received in August will be paid in FY25/26 on a SIR.**	**June 30**
PO Roll **Change orders and Amendments will not be applied to open Contract POs until after the roll.**	**August 1**

Records Retention

Class Record	Title	Hard Copy Retention	Destroy	Electronic Retention
1	1099	4 years		Permanent
2	All Contracts	5 years	5 years	
2	Application Loan Fund	4 years	5 Years	
1	Appraisals	4 years		Permanent
1	Bid Conditions (Advertised)	4 years		Permanent
3	Bid Envelopes	6 years	6 years	
1	Building Fund Records	4 years		Permanent
3	Canceled Checks & Bank Reconciliation/ Deposit slips/ bank statements	3 years	7 years	
1	Capital Inventory Record	4 Years		Permanent
1	Capital Property Loss Report	4 years		Permanent
1	Capital Property Retirement	4 years		Permanent
1	Certification of Completion	4 years		Permanent
1	Construction Change Order	4 years		Permanent
2	Construction Files	10 years	10 years	
1	County report of School Bond, Loan, and Revenue Limit Election	4 Years		Permanent
3	Deferred Maintenance	5 years	8 years	
1	DOE Grant Award Notification	4 years		Permanent
1	Facilities Inventory	4 years		Permanent
1	Federal Grant Report of Royalties	4 years		Permanent
2	Grant Applications	5 years	6 years	
1	Incentive Grant Application	4 Years		Permanent
1	Income	4 years		Permanent
3	Insurance Policies (closed or terminated)	3 years	4 years	
3	Invoices	3 years	4 years	
3	Invoices from Vendors	3 years	4 years	
1	Lease Agreements	4 years		Permanent
2	Loan Fund	4 years	5 Years	
3	Material and Labor Bonds	3 years	4 years	
2	Payroll Records	3 years	4 years	
1	Payroll warrant, office records, adjustments	4 years		Permanent
3	Performance Bonds	3 years	4 years	
2	Professional Development Grant	4 Years	5 Years	
3	Purchase Orders	3 years	4 years	
3	Receipts	3 years	7 years	
1	Records of Fixed Assets: Land, Deeds, Title, Drawings, Specs, Reports	4 years		Permanent
1	Successful Bidder	4 years		Permanent
2	Vendor Files	5 years	5 years	