

PURCHASING – QUICK REFERENCE GUIDE

Always remember that we are spending taxpayer dollars. All of the CCCS policies and procedures are in place to ensure that we continue to be conscientious stewards of public funds.

There are 3 sets of State Laws and Rules that are in play for our purchases: State Procurement Code, State Fiscal Rules, and State Personnel rules for services. Purchasing and Finance review all transactions with these rules in mind.

► **General Considerations**

- Are all authorizations in place?
- Are the funds available?
- Is there a clear business purpose?
- Colorado sales tax is exempt?

► **Common Finance Forms**

- Org Code Signature Delegation and Approval –required to sign for expenditures on an org. A new form is required annually (Contact: Audrey Lucero)
- Banner Security Finance Role – Required for general log-in access to Banner. (Contact: Karen Vazquez)
- Banner Security Access Request for Finance Activities – Required to access specific org and fund data in Banner. A new form is required for any changes due to new orgs or funds. (Contact: Kelsey Jones)
- Approval Request Form (ARF) – Required for classes, travel, meetings with food
- PCard Application (Contact: Terry Hindsman)
- Travel Card Application (Contact: Terry Hindsman)

Most Purchasing and other finance or budget related forms are available on the CCCS Website under the Finance section.

► **Pre-Approvals – are required for:**

- Software, Computer Hardware, Electronic Devices and Accessories. Contact: ITPurchasing@cccs.edu.
- Furniture. Contact: Purchasing Department
- Webinars, conferences, classes, professional development, regardless of dollar amount. Submit an ARF for approval.
- Meetings involving food or other expenses. Submit an ARF for approval.
- Travel involving more than mileage only. Submit an ARF for approval.
- Building repairs and improvements. Contact the Facilities department.

A note about software: gone are the days that software came on disks. Most software today is accessed online, rather than downloaded to your computer, and often called an app or maybe Software as a Service (SaaS). No matter what it is called, or how you access it, software is still

software and requires pre-approval from IT. If you aren't sure whether your need qualifies as software, contact IT for help.

► **Prohibited Items**

• Advance Payments (with a few exceptions)	• Gift Cards
• Items for personal benefit of an individual	• Alcohol
• Split Purchases – making multiple purchases in order to avoid the limits	• Foreign Vendors – check with Amy Cromwell first
• Purchases requiring a vendor agreement – check with Purchasing or legal first	

► **Important Limits to keep in mind**

Type of Limit	Total Dollar Amount	Process – for goods and services
Discretionary Purchase	\$0-\$5,000	<ol style="list-style-type: none"> 1. Check price agreements first 2. May use vendor of choice 3. Maintain invoices, receipts, etc. 4. Payment via PCard (within limit) or Invoice (check) 5. FOR SERVICES: submit a Purchase Requisition to generate a Payment Authorization for Services (PAS).
Purchase Order Required	\$5,000 and higher	<ol style="list-style-type: none"> 1. Check price agreements first 2. May use vendor of choice up to \$50,000 3. Submit a Purchase Requisition (PR) to generate a Purchase Order 4. Payment via invoice (check) 5. PO must be in place before starting work or placing an order.
Solicitation Required	\$50,000 and higher	<ol style="list-style-type: none"> 1. Contact Purchasing to determine the best type of solicitation for the need. 2. After award, determine if a contract is needed. 3. Submit a Purchase Requisition (PR) to generate a Purchase Order

► **Goods vs Services**

Goods are physical items that are manufactured, stored and sold. No participation in the production. Examples: office supplies, books, tractors, computer hardware

Services are produced by an individual's performance. Participation in the production process can be significant. Examples: customization of items for CCCS, guest speakers, conference space rentals, sign language interpretation, conference facility rentals

► **Purchase Orders (PO)**

- Required for all purchases over \$5,000.
- Purchase Order must be in place before the funds are committed (starting work or placing order).
- Submit a Purchase Requisition (PR) to Purchasing completing all fields. Contact Purchasing if you aren't sure what information to put into a particular field.
- Attach back up documents, including:
 - Quote (goods) or Statement of Work (services) - required
 - Pre-approvals, such as ARF (signed first page only)
 - Vendor W-9, if a new vendor
 - Any other appropriate documents, emails, etc.
- Signature required by Org Code Owner. Next level signature may be required depending on signature authority.
- Submit to Purchasing Department
- Allow 2 weeks for PO to process. Purchasing will collect any additional documents as needed from vendor (Insurance, etc.), verify sufficient budget, and obtain final Controller signature before issuing the PO.

► **Paying Invoices for Purchase Orders**

When processing invoices for payment against a PO, please include the following information with the invoice:

- Signature to indicate receipt of the goods or services and approval to pay
- PO number
- Applicable line numbers (for multi-line invoices)
- If this is the last invoice for the PO, mark the PO as "FINAL"

Submit invoices to AP for processing.

► **Paying for Small Purchases less than \$5,000**

There are 2 methods of payment for small purchases. All other requirements must be met (approvals, PAS, etc.)

- PCards. PCards have a single purchase limit of \$2,000. Temporary increases can be done for purchases between \$2,000-\$5,000. Contact Purchasing to request a temporary increase.
- Invoice Direct Pay. Provide the appropriate org code and commodity on the face of the invoice. If known, also provide the Vendor S#. Sign off to indicate receipt of the goods or services and approval to pay. Submit to AP for processing.

Note: the use of PCards is governed by additional rules and processes covered during a specific PCard training provided when the PCard is issued. This training is also required for Supervisors who serve as the Approving Authority for a PCardholder. Please contact Purchasing to get the training you need.

► Use of Virtual Signatures

Much of what we do in finance and purchasing requires signatures and we are aware that remote work environments make it difficult to obtain original signatures. However, we still are required to ensure virtual signatures used on our forms are secured and verified. Until a better solution comes along, please use one of the following methods for electronic or virtual signature:

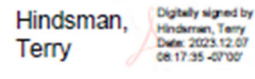
1. Manually sign the document by hand and then scan and submit the document. This is also known as a wet-ink signature.

Example: 

2. DocuSign. This is acceptable for both internal CCCS and external parties.

Example: 

3. Verified Adobe Signature using Adobe Digital ID. This is the one that includes the signer's name, date and time. This is acceptable for internal CCCS signers but not acceptable for external parties.

Example: 

4. Use the Adobe Stamp tool. Must include the signer's name along with date and time stamp. This is acceptable for internal CCCS signers but not acceptable for external parties. To locate: open the pdf document, choose "Tools" > "Add a Stamp" > drop down for "Dynamic" > "Approved" stamp.

Example: 

Note that for both Adobe methods, the signer may need to be logged in to their computer using the regular CCCS log in.

► Contacts

Terry Hindsman, Procurement Manager	720.858.2772	Terry.hindsman@cccs.edu
Mario Montoya, IT Purchasing	720.858.2852	ITPurchasing@cccs.edu
Audrey Lucero, Accounts Payable	303.595.1603	Audrey.Lucero@cccs.edu
Marie Mueller, Exec Asst to VC for Finance & Administration	303.595.1536	Marie.mueller@cccs.edu