APPROVED VENDOR LIST FOR SERVICES

The following vendors have been vetted and approved for use by all CCCS Staff. The Purchasing Office has all required backup documents and waivers allowing staff to purchase from these vendors via PCard whenever the total transaction is less than $5,000, without needing to submit a Purchase Requisition in advance. Purchases from any vendor not on this list, or the use of a Pay Direct/Invoice for payment, may require that a Purchase Requisition be submitted, with sufficient time for processing, before the services are rendered. Contact Purchasing for how to proceed.

PCard and statutory limits still apply - Purchases of $5,000 or more require a Purchase Req/PO and you may not use your PCard for purchases that exceed your single transaction limit. These limits apply to any vendor who provides ongoing services of the same type which total $5,000 or more. A standing PO should be set up for these types of vendors.

Caterers - List subject to change. See the Catering & Food Purchase Authorized Accounts on the CCCS website/Fin &Admin Forms for the most current list and additional details.

- Appetites Catering
- Bennett’s BBQ
- Big City Burrito
- Biscuits & Berries
- Boston Market
- Colorado Catering
- Elements Catering
- Famous Dave’s BBQ
- Gourmet To Go
- Jason’s Deli
- Lifestyles Catering
- On The Border
- A Perfect Setting
- Pour La France!
- Q’Doba
- Serendipity Catering
- Taziki’s Mediterranean Grill
- That Personal Touch
- The Food Guy
- All Pizza deliveries (not sit-down restaurants)

General Office Services
Ace Kaufman
Direct TV
Elevation Coffee
Pure Water Dynamics
Recall Secure Destruction Services
Standard Coffee Service

Online Services
Baudville
Calendar Wiz
Custom USB
Morgan Awards.com
RSVPBook.com
Survey Monkey
US Recognition
RunMyClub.com

Printing/Graphic Design
4 Imprint
Alpha Graphics
FedEx/Kinko’s
Integrated Document Solutions (IDS-State print shop)
Office Depot
PrintPointe
Signal Graphics
Turbo Press Inc.
Xerox
Any vendor for photo printing (Ex: Walgreens, WalMart, Target)

Online Job Advertising
The HR department is approved to use any online job placement site for the purposes of advertising open positions. All advertising needs to fill staff vacancies should be handled by HR.