

## 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.