



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.

Price Agreement Vendors - Any vendor on the State Price Agreement list is also considered an approved vendor for CCCS. Categories of services include (but are not limited to) marketing, graphic design, translation, transcription, and auto rentals. The full list can be found [here](#).

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.

- Biscuits & Berries
- Bistro Boys Catering
- Chipotle
- Einstein Bagels
- Elements Catering
- Famous Dave's BBQ
- Gourmet For Good
- Jason's Deli
- Mod Market
- Nova Catering
- Panera Bread
- Q'Doba
- Taziki's Mediterranean Grill
- 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
Morgan Awards.com
RSVPBook.com
Mail Chimp
Survey Monkey
US Recognition
RunMyClub.com
[GoAnimate](#)

Printing/Graphic Design

4 Imprint
Crown Trophy
FedEx/Kinko's
Integrated Document Solutions (IDS-State print shop)
Office Depot
PrintPointe
Signal Graphics
Turbo Press Inc.
Fast Signs
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.