



PURCHASING HANDBOOK

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Contracts & Purchasing Services
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PURCHASING OVERVIEW

Welcome to Contracts & Purchasing Services (“C&P”) at San Jacinto Community College District (“SJCCD” or “College”). This Purchasing Handbook is designed to give you basic information and training on purchasing policies and procedures. You will learn about the tools and resources available to you when making departmental purchases.

The College is a public entity, and as such, we are accountable to many stakeholders: the tax payers, the state, funding agencies, and more. When making purchases for the College, it is incumbent upon you to avoid impropriety.

There are three major things that you should consider before making any purchase:

USE COLLEGE PURCHASING POWER APPROPRIATELY.

As an employee of SJCCD, you are allowed to make purchases for official business use only. Make sure that you know what you are purchasing and why it is needed. If you have questions, check with your supervisor or Contracts & Purchasing Services.

In addition, always make every effort to ensure that you are getting quality goods at a fair price. This generally means using trusted vendors and shopping for the best price for the item needed.

AVOID THE APPEARANCE OF FAVORITISM.

Make sure that you do not accept gifts or gratuities from vendors, either for business or personal enrichment. This could bring into question the reasons why the vendor was chosen and whether or not the decision was based on a legitimate business need.

AVOID THE APPEARANCE OF A CONFLICT OF INTEREST.

The College prohibits the purchase, lease, or contracting for services with any employee or near relative who has an employee-vendor relationship. An employee-vendor relationship is defined as:

- An employee, acting alone, proposes for a consideration to rent or sell goods or to provide services to the College, or an employee owns or controls more than 10% interest in any business that proposes for a consideration to rent or sell goods or to provide services to the College; or
- A near relative of an employee, acting alone, proposes for a consideration to rent or sell goods or to provide services to the College, or a near relative of an employee owns or controls more than 10% interest in any business that proposes for a consideration to rent or sell goods or to provide services to the College, and the employee has, in any connection with his or her College employment, any responsibility for, or will be involved in any manner in, the departmental decision to accomplish or approve the transaction.

CONTRACTS & PURCHASING SERVICES CONTACTS

Please do not hesitate to give any of us a call. We will be happy to assist you with your purchasing and contract needs.

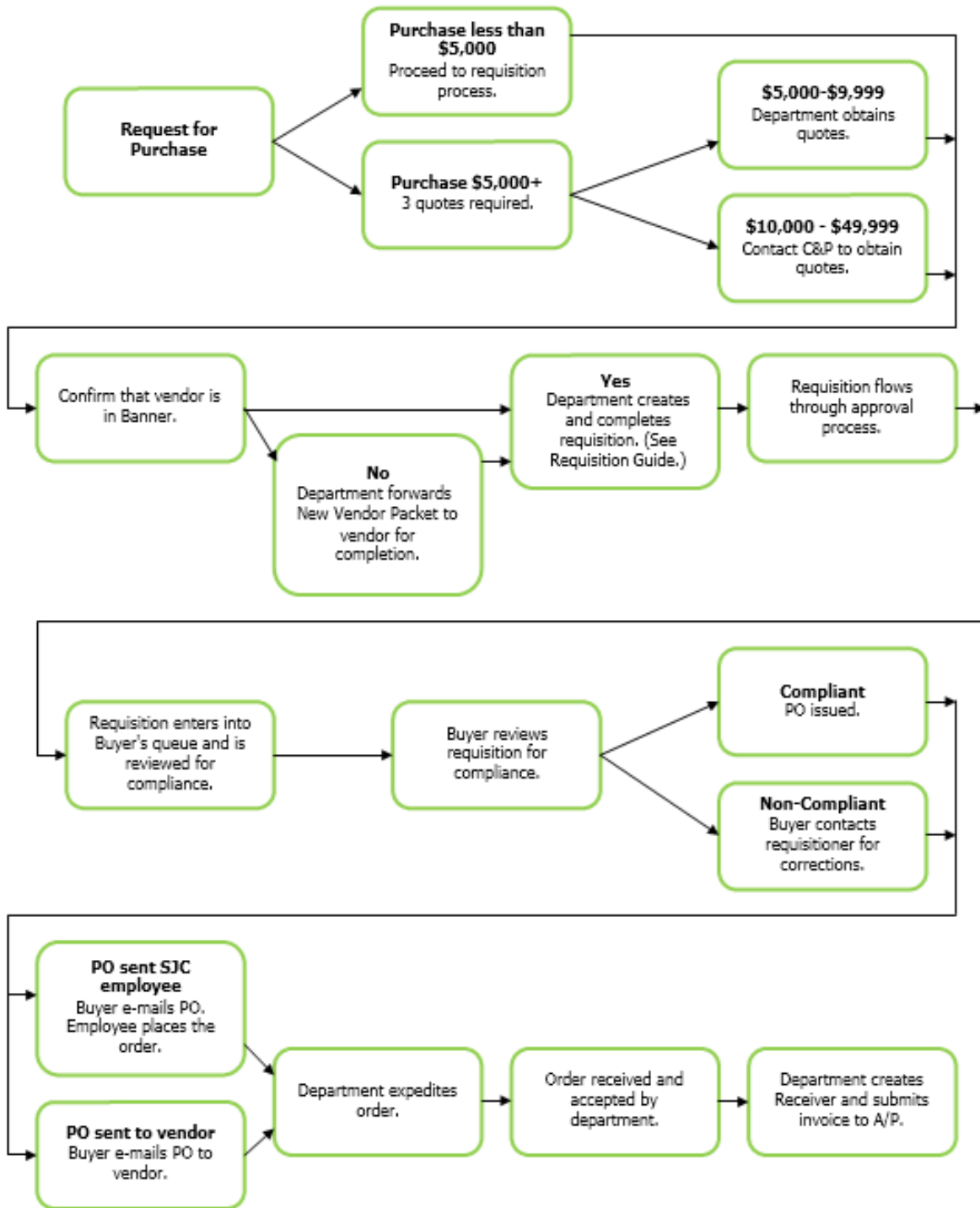
Who to call...			
Ann Kokx-Templet	281-998-6103	Director of Contracts & Purchasing Services	
Randi Faust	281-998-6106	Manager, Purchasing	Construction, Professional Services, Special Projects
Genevieve Scholes	281-998-6349	Senior Buyer	Financial Services, Food, IT, Temporary Staffing, Utilities
Charity Simpson	281-998-6238	Buyer	Clothing, Medical, Office Supplies, Printing, Promotional Items, Science,
Angela Klaus	281-998-6327	Buyer	Athletics, Furniture, Maintenance, Moving, Non-destructive Testing, Vehicles, Welding
Susan Riley	281-998-6364	P-Card Administrator	Procurement Card Program
Patsy Laredo	281-998-6117	Senior Administrative Assistant	Vendors, Copiers, Cell Phones, General Questions
General Questions 281-998-6117 or contracts.purchasing@sjcd.edu			

PROCUREMENT ETHICS

1. Demand ethical practices from all participants in the purchasing process.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Foster a transparent environment by being fair and reasonable in all dealings.
4. Promote positive relationships by providing all competitive vendors courteous, fair and equal treatment.
5. Make reasonable efforts to negotiate equitable and mutually agreeable settlements of controversies with vendors.
6. Under no circumstances accept directly or indirectly gifts, gratuities or other things of value that might influence, or appear to influence, purchasing decisions.
7. Avoid involvement in any activity that could be considered to be a conflict between personal interests and the interests of SJCCD.
8. Know and obey the State of Texas laws and SJCCD policies governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
9. Retain all nonpublic information in a confidential manner.

PURCHASING PROCESS FLOW

To be used when a contracted vendor is not required.



GENERAL PROCESSES AND PROCEDURES

AUCTION/SURPLUS ITEMS

Auction form can be downloaded by the department wishing to send surplus items to auction. Requesting department will complete the form and obtain all required signatures. Forms should then be sent to the Fixed Assets department via inter-office mail. Auction form can be found on The Exchange.

<http://internal.sanjac.edu/> College Resources > Forms/Documents > Budget Control

ABBREVIATIONS COMMONLY USED

C&P	Contracts & Purchasing Services
CSP	Competitive Sealed Proposal
IFB	Invitation for Bids
PO	purchase order
PR	purchase request; document used for Board approval
PRS	number assigned to artwork through the Marketing department
Req	requisition
RFP	Request for Proposals
RFS	Request for Facilities Services
RFQ	Request for Qualifications

BOARD OF TRUSTEES APPROVAL (commonly referred to as Board Approval)

The Board of Trustees must approve purchases greater than \$50,000. "Purchase" is defined as goods, services, and/or projects within a fiscal year's 12-month period using several requisitions during that time or one requisition and from one or many suppliers. Purchases over \$50,000 must utilize one of the following forms of procurement: formal solicitation, sole source, or cooperative contract.

CLOSING PURCHASE ORDERS

Mark "final payment" on the last invoice for payment sent to Accounts Payable. If a PO is not closed by A/P, e-mail the appropriate Buyer with the PO number. Only submit a request to close a PO after confirming all invoices have been paid and checks have been issued.

COMMODITY CODES

Commodity codes are required to identify the category of items purchased through Banner. Each Buyer is assigned a set of commodity codes. The most current commodity code list can be found on The Exchange.

<http://internal.sanjac.edu/> College Resources > Forms/Documents > Purchasing Forms

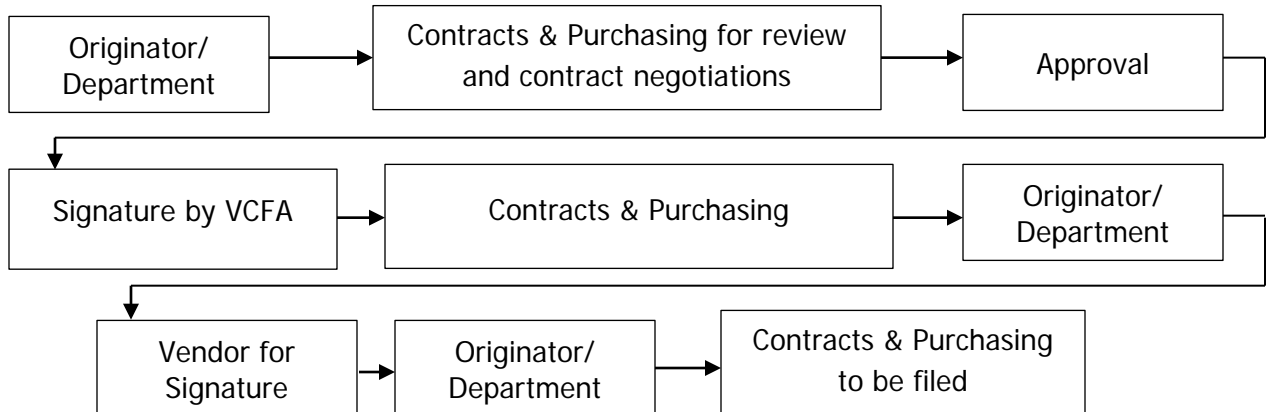
CONTRACTS

All contracts must be routed through C&P for review and approval. All contracts and agreements that commit College funds shall be signed by the Chancellor or her designee. The Chancellor's designee is the Vice Chancellor of Fiscal Affairs (VCFA). Contracts are reviewed in the order they are received.

Contracts and agreements are broad terms frequently used to cover a number of different types of agreements established by C&P, including price schedules and fixed price agreements. These agreements are written contracts with a specific vendor for specified products or services for a designated period of time.

The Texas Education Code requires that the College issue solicitations for commodities where the College spends over \$50,000 district-wide over a fiscal year, 12-month period.

Contract Flow:



COOPERATIVE (CO-OP) PURCHASING AGENCIES

A purchasing cooperative is a type of cooperative arrangement that aggregates demand to obtain lower prices from selected suppliers. Co-op agencies are organizations that are independent of the College. Co-op programs allow government agencies to utilize contracts that were competitively bid.

The College utilizes several co-op programs. This list is not all inclusive:

- Educational & Institutional Cooperative Purchasing (E&I)
- First Choice Cooperative (FCC)
- Harris County Department Education (HCDE) Choice Partners
- Houston-Galveston Area Council (H-GAC)
- Horizon Resource Group
- Managed Healthcare Associates, Inc. (MHA)
- National Joint Powers Alliance (NJPA)
- National Intergovernmental Purchasing Alliance (IPA)
- Provista
- Purchasing Solutions Alliance (PSA)
- State of Texas Cooperative Purchasing Program
- Tarrant County Cooperative Purchasing Program
- Texas Association of Public Educators (TAPE)
- Texas Association of School Boards (TASB) BuyBoard
- Texas Department of Information Resources (DIR)
- Texas Interlocal Purchasing System (TIPS/TAPS)
- Texas Procurement and Support Services (TPASS)
- Texas State Travel Management Program (TSTMP)
- The Cooperative Purchasing Network (TCPN)
- Region 2 Education Service Center (ESC)
- Region 4 Education Service Center (ESC)
- Region 5 Education Service Center (ESC)
- Region 19 Education Service Center (ESC)
- U.S. Communities Government Purchasing Alliance
- U.S. General Services Administration (GSA), *Schedules 70 and 84 only*

COPIERS

The College leases all new copiers. The copier lease request form must be submitted in order to request a new copier or when requesting to replace an existing copier. An auction form is required for copiers that are deemed eligible for auction. All forms can be found on The Exchange.

<http://internal.sanjac.edu/> College Resources > Forms/Documents > Purchasing Forms

DOCUMENT TEXT (FOAPOXT)

1. Required Information

Every requisition must include the following information whether it is in Document Text or the Commodity/Accounting Screen line item area.

- **Who?** Who provided the quote and from whom are we procuring the goods or services? Who is the SJCCD contact for the order?
- **What?** Clearly state what is being procured. If this is the only communication between SJCCD and the vendor, will the vendor know what goods or services to provide?
- **Where?** Where is the service to be performed or where are the goods to be delivered and to whom?
- **When?** When is the product to be delivered or service to begin and/or end?
- **Why?** What is the purpose of purchase, ex. special program, supplies, repair, new purchase, etc.?

2. Purchase Order (PO) Distribution

Where do the Buyers need to send the PO? If to an SJC employee, only the employee's name needs to be listed. If to an external source, an e-mail address needs to be included.

Example text: Send PO to [SJC employee name or e-mail address], cc. [SJC employee name, e-mail address].

3. Purchase Type

• Goods

Each line item must include a complete description, including model and descriptive name, quantity, and unit price (in Commodity/Accounting Screen of requisition).

• Services

Must include a complete description of the scope of services to be performed. What are the deliverables? Include the duration of the term, if applicable.

4. Standing Purchase Orders

Delivery date must be entered as last day of fiscal year (8/31/XX).

Document text must include:

- [Description of items] for [xxxx] Department on [xxxx] Campus.
- PO is valid through 8/31/XX or until funds are depleted.
- Amount not to exceed \$[requisition/PO amount].
- Authorized users: [List the names of those authorized to place orders using this PO.]

DOCUMENT TEXT - PROCUREMENT METHODS

Any requisition or purchase over **\$5,000** will **not** be processed without one of the following methods documented. Separation of purchases into multiple requisitions to avoid procurement code and procedures is prohibited. In addition to the information required above, you must include one of the following in *Document Text*:

1. College Contracts (RFP, Bid, RFQ)

- RFP/Bid/RFQ #[xx-xx]
- Board approved [xx/xxxx] (if applicable)

2. Sole Source

- Sole source #[xxxx]
 - Assigned by Contracts & Purchasing Services (C&P) if Sole Source Form is approved
- Board approved [xx/xxxx] (if applicable)

3. Cooperative (Co-Op) Contracts

- Vendor quote number and/or date of quote, vendor representative name
 - Vendor's quote must include the cooperative contract name and number
 - Quotes for co-op contract purchases over \$10,000 are required to be on file in C&P
- Board approved [xx/xxxx]
 - This date is normally 8/xxxx. All co-op contracts are approved each August for the upcoming FY. Only contracts with which the College spends over \$50,000 annually will be named individually for the Board's approval.
- *Send PO to [name of cooperative] at [e-mail address]
 - *Include the following, if applicable:
 - BuyBoard: buyboard@tasb.org
 - Choice Partners: jnichols@hcde-texas.org

4. Quotes

\$5,000 - \$9,999

Three quotes must be obtained. Quotes must be listed in Document Text.

\$10,000 - \$49,999

Three written quotes must be obtained and on file in C&P. A quote number will be assigned by C&P and must be listed in Document Text.

\$50,000+

Contact C&P. A formal solicitation is required.

Document text must include:

- SJC Quote #xx-xx (for purchases \$10,000+)
- Awarded vendor name, amount, quote number and/or date, representative name, phone number, e-mail or fax number
- Vendor #2 name, amount, quote number and/or date (uncheck print box)
- Vendor #3 name, amount, quote number and/or date (uncheck print box)

EMERGENCY PURCHASES

The College is not required to bid or quote goods or services when an emergency affecting the health or safety of occupants of College property requires the immediate delivery of the goods or the performance of the service. A failure to plan does **not** constitute an emergency.

FACILITIES – REQUEST FOR FACILITIES SERVICES (RFS)

The RFS form is required for purchasing new furniture totaling \$2,000 or more, renovating, constructing and/or altering any part of the College's infrastructure or facilities. The RFS form can be found on The Exchange, request it directly from Facilities Services at x 6365, or the campus Administrative Dean/Facilities Services Coordinator.

<http://internal.sanjac.edu/> College Resources > Forms/Documents > Facility Services

FORMS

Important C&P forms can be found on The Exchange <http://internal.sanjac.edu/College Resources > Forms/Documents > Purchasing Forms>

- Commodity code list
- Board approval summary
- Requisition guide
- Copier lease form
- New vendor packet
- Pcard procedures
- Tax exemption forms

IT PURCHASES

An IT approval number must be obtained for all software purchases and purchase of non-standard IT items. To request an IT approval number, send an email to Tech Support at techsupport@sjcd.edu and include the quote or item name/number needing approval. The IT approval number must be included in document text when a requisition is entered.

INSURANCE REQUIREMENTS

To protect the College's interests, all vendors that provide goods or services to the College should have a Certificate of Insurance on file in C&P. If a current certificate is not on file, C&P may ask for your assistance in obtaining this document.

PCARDS

Pcard applications can be located by logging onto The Exchange. <http://internal.sanjac.edu/College Resources > Forms/Documents > Purchasing Forms > Pcards>.

- MasterCard are issued to full-time San Jacinto Community College District employees only.
- The employee's name will be embossed on the card.
- MasterCard are not transferrable between individuals.
- Each Cardholder will be assigned to an Approving Authority.
- Approving Authority may have authority for more than one department.
- All Approving Authorities work in conjunction with the MasterCard Administrator.
- Employee's Chancellor, Vice President/Vice Chancellor must approve the request for a card.
- Cardholders make purchases (using established guidelines) and allocate charges monthly, using JP Morgan Chase's website.
- Cardholder matches receipts to online transactions, run report, and forwards to Approving Authority for review and approval.
- Cardholder and Budget Control will have the responsibility of allocating/overriding account codes of a transaction and approving bills.
- JP Morgan Chase generates one electronic invoice for San Jacinto Community College District and the MasterCard Administrator will notify cardholders by email each month at the end of the billing cycle (approximately the 5th of the month).
- An ACH payment is made to JP Morgan Chase within 3 days after the end of the billing cycle.

PROFESSIONAL SERVICES

Professional services are exempt from bidding. The following are considered professional services:

- | | |
|-----------------------|----------------------|
| Architect | Attorney |
| Fiscal Agent | Financial Consultant |
| Technology Consultant | |

PURCHASE AMOUNT THRESHOLDS

\$0 - \$4,999	One (1) quote required
\$5,000 - \$9,999	Three (3) quotes required
\$10,000 - \$49,999	Three (3) quotes required and on file in C&P
\$25,000+ (public work)	Payment bond required
\$50,000+	Formal solicitation required
\$100,000+ (public work)	Performance bond required

“Purchase” is defined as goods, services, and/or projects requested during a 12-month period using several requisitions during that time **or** one requisition.

PURCHASE ORDERS

An approved PO must be issued before an order is placed for goods or services. You should use your copy of the PO to place the order as this is the College’s contract to pay for the purchase. Without an approved PO, you could personally be liable for the purchase.

QUOTE THRESHOLDS

Up to \$4,999 per purchase – One (1) quote required.

\$5,000 - \$9,999 per purchase – Three (3) quotes required.

\$10,000 - \$49,999 per purchase – Three (3) written quotes must be obtained and on file in C&P. A quote number will be assigned by C&P.

“Purchase” is defined as goods, services, and/or projects requested during a 12-month period using several requisitions during that time **or** one requisition.

- Purchases up to \$4,999
Purchases up to \$4,999 are delegated to the departments as long as a contract has not been previously established for that commodity. One quote is required from the department’s vendor of choice.
- Purchases \$5,000 - \$9,999
Purchases \$5,000 - \$9,999 require three quotes as long as a contract has not been previously established for that commodity including a co-op contract. Departments may obtain the quotes. These quotes must be noted in document text (FOAPOXT) of requisitions.
- Purchases \$10,000 - \$49,999
Purchases \$10,000 - \$49,999 require three quotes as long as a contract has not been previously established for that commodity including a co-op contract. C&P or departments may obtain these quotes. C&P will assign a quote number and quotes will be kept on file. These quotes must be noted in document text (FOAPOXT) of requisitions.
- Purchases \$50,000 and over
Purchases \$50,000 and over require a formal solicitation as long as a contract has not been previously established for that commodity including a co-op contract. This process takes at a minimum 2-3 months. Purchases over \$50,000 require approval by the Board of Trustees.

RESPONSIBILITIES OF THOSE ENTERING REQUISITIONS

The person who completes the requisition has certain responsibilities before the requisition is completed and routed for approval. He/she must ensure the following:

- Requisition orders reflect the appropriated budget account. Contact the Budget Control with account questions at x 6148.
- Ensure that the ship-to location is the correct campus address.
- Properly identify the vendor. Please note that there may be several addresses for a particular vendor. This usually occurs because a vendor has more than one division where orders may be placed or different payment remittance addresses.
- Accurate and complete description of the goods or services being ordered including item number, per item cost, applicable discount, model numbers, etc.
- Shipping and handling costs are to be included when necessary. In all instances, actual shipping costs must be included on the requisition when determinable. Estimated shipping and handling costs are to be added to all requisition orders when actual costs cannot be determined. Shipping and handling must be denoted as a separate line item using the same commodity code as the items requested.
- Use the correct Fund, Org, Account, Project (FOAP) codes.
- Include contract information, sole source number, co-op contract information, or quote information, if applicable.
- Ensure that a vendor packet is completed and returned if a vendor cannot be found in Banner.
- Place order using PO with vendors.
- Expedite and receive orders.

REQUISITIONS - APPROVALS

Use FOIDoch to view the status of a requisition.

No status – Has not been completed by requisitioner

C – Completed by the requisitioner and in the approval process

A – Approved by all in the approval process and in C&P's queue

X – Cancelled

Use the following Banner forms to view requisition approvals.

FOIAPP – shows past approvals and the date of an approval

FOAAINP – shows what approvals are still needed and the available bypass approvers

REQUISITIONS - COPYING

When copying requisitions, review past POs before completing the copied requisition.

- Once a requisition is completed, it cannot be changed. When additions or changes need to be made to commodity codes, document text, line items, etc. on an approved requisition, they are made on the PO. Changes are not reflected on the related requisition.
- You can use FOIDoch to see an old PO. Enter the requisition number of the one you want to copy and the associated PO can be viewed.

REQUISITIONS – DENYING/CANCELING

- Once a requisition has been completed, changes can no longer be made without denying the document and setting it back to incomplete. This can be done any time before the final approval is obtained. Use the Document by User Form (FOADOCU) to deny it.
- Once a requisition has completed the approval process, it can no longer be denied or disapproved. Send a request to the Buyer to have the requisition canceled. A new requisition will need to be created, if necessary.

REQUISITIONS - PROCESS

Purchasing requisitions are created by departments and are subject to an approval process based on organization (org) codes and the amount of the purchase. All purchasing documents have automatic routing in Banner. Once all the necessary approvals have been secured, the requisition populates in a Buyer's queue based on the commodity codes used. The Buyers will review requisitions for compliance to laws, policies, and procedures.

SOLE SOURCE PURCHASE

A "sole source" purchase means that only one supplier, to the best of the College's knowledge, based upon thorough research, is capable of delivering the required products or services.

A sole source purchase **IS**, per Section 44.031 of the Texas Education Code:

- an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
- a film, manuscript, or book;
- a utility service, including electricity, gas, or water; and
- a captive replacement part or component for equipment.

A sole source purchase **IS NOT**:

- an item from a vendor because we really, really like that vendor and they are our friend;
- an item we want to buy because that is the kind we have always purchased in the past;
- an item from a vendor that is located close to us and is convenient; and
- an item that is patented but has acceptable substitutes.

Example: Nike athletic shoes are patent protected, but there are several other brands such as Adidas, New Balance, etc. that can also provide athletic shoes. Brand specificity is not considered justification for a sole source purchase.

If you are requesting a sole source purchase, you will need to submit the following to C&P:

- Justification for Sole Source Purchase Requirements form with all required signatures.
- Signed formal letter from the vendor, on their company letterhead, verifying they are the sole manufacturer/supplier.

The Justification for Sole Source Purchase Requirements form can be found on The Exchange.

<http://internal.sanjac.edu/> College Resources > Forms/Documents > Purchasing Forms

SOLICITATIONS - PROCESS

The formal solicitation process usually takes about 2-3 months from start to finish.

Specifications must be written and advertised in the newspaper. Once sealed bids or proposals are received, a formal opening must take place. The results of the opening must be reviewed and a recommendation of award presented to and voted upon by the Board of Trustees at a regularly scheduled meeting.

SOLICITATIONS - THRESHOLD

The solicitation threshold is \$50,000. This means that any specific item, class of items and/or services of a similar nature, purchased by the College totaling more than \$50,000.00 for the entire fiscal year must be competitively bid. This restriction is for the entire district and not by location or departments.

You may not circumvent the law by splitting purchases into two or more purchase orders which, individually come to under the \$50,000 solicitation threshold.

TAX EXEMPT ENTITY

The College is exempt from paying Texas sales tax and Texas hotel occupancy tax. Carry these forms with you when making any purchases or checking into a hotel in Texas. Tax exemption forms can be found on The Exchange.

<http://internal.sanjac.edu/> College Resources > Forms/Documents > Purchasing Forms

UNAUTHORIZED PURCHASES

An approved PO must be issued before an order is placed for goods or services. You should use your copy of the PO to place the order as this is the College's contract to pay for the purchase. Without an approved PO, you could personally be liable for the purchase. See the policies below:

Unauthorized Purchases (After the Fact Transactions)

Employees who purchase goods and/or services before proper authorization has been obtained assume complete responsibility for the purchase. Any employee who places an order for goods and /or services without following the requisition process violates the College's purchasing procedures. SJCCD employees, who generate financial liability for the College without being authorized to do so, will be subject to disciplinary action, including suspension or termination. The District Business Office is not authorized to make payment in such cases unless instructed to do so by the Chancellor or his/her designee.

Policy V-B General Policy and Guidelines on Purchasing

Excerpt

"All purchases must be made in the name of the San Jacinto College District on written purchase orders that are properly coded for budget charges and that are approved by the Chancellor or his/her designee before orders are placed with vendors."

VENDORS

Purchase orders can only be processed for vendors set up in Banner. Use FTIIDEN to locate vendors. Make sure you try several searches before determining that the vendor is not in the system. Use multiple wildcard symbols (%), lowercase and uppercase letters. If you cannot locate a vendor in Banner, forward the New Vendor Packet to the prospective vendor.

Patsy Laredo, Senior Administrative Assistant in C&P, is the contact for vendor maintenance. This includes setting up new vendors, making changes to old vendors, setting up employees as vendors for reimbursements, activating inactive vendors, etc. Patsy can be reached at x6117 or patsy.laredo@sjcd.edu. The most current vendor packet can be found on The Exchange.

<http://internal.sanjac.edu/> College Resources > Forms/Documents > Purchasing Forms