



# College of *the* Mainland

PURCHASING

# PURCHASING DEPARTMENT STAFF

- Sonja Blinka, Director ext. 8474
- Jerri Glenn, Buyer ext. 8473
- Fred Martorell, Shipping & Receiving ext. 8241
- Pat Harris, COM Mailroom ext. 8241

# PURCHASING DEPARTMENT SERVICES

- Management of the Acquisition Process & Standardization under Texas Education, Government and Local Policies
- Fixed Asset & Property Management
- Surplus & Property Disposal
- Shipping & Receiving Services
- Mailroom Services

# PURCHASING & ACQUISITION POLICY

## BUSINESS & SUPPORT SERVICES – CF LEGAL & LOCAL

- Up to \$5,000: One (1) quote
- Over \$5,000: Three (3) quotes
- **\$50,000 or more: Three (3) formal proposals**  
***Approximately 90 Day Lead Time WITH Purchasing Coordination***  
**AND**  
***Board of Trustees Approval Prior to Contract Award***
- ***Thresholds apply UNLESS products or services are on COM or State Contract.***  
**Over \$50,000 ALWAYS requires Board approval.**

# SUPPORTING DOCUMENTATION & JUSTIFICATION

## A. Requisitions

1. **Quote(s):** Informal or written proposals are required to support the Requisition per dollar thresholds in CF Local.
2. **COM or State Co-Operative Contract:** Contracts currently in place and awarded by COM with selected vendor(s) or awarded under a State Co-Operative or Inter-Local Agreement.

**B. Direct Pay:** Food service contracts (College Caterer), Memberships, Professional licensing of employees, Preview materials, Subscriptions & Professional services (attorneys, architects, accountants)

**C. P-CARD:** For non-restricted goods or services as outlined in the P-Card policies and procedures.



**Supporting documentation is ALWAYS required  
for ALL purchases and payment methods.**



# P-CARD

**TRUDY TROCHESSET**  
**Controller**

# P-CARD JP MORGAN CHASE

- P-Card Monthly Audit Findings
  - Insufficient Expense Reporting
    - Late Submittal of Expense Reports
    - Expense Report Documentation
    - Lacking Description of Expenses – Business Purpose
    - Incomplete or Missing Document of Receipts or Credits
    - Budget Accounts
    - Split Purchases
    - Sales Tax
  - Card User Identification
    - Purchase made by someone other than the person named on the card.

# P-CARD

## JP MORGAN CHASE

- P-Card Concerns
  - Liability Limitations
  - Department Cards & Guidelines
  - Roles & Responsibilities
  - Online Detailed Account Summary Processing (JPMC)
  - Mandatory Annual Training
  - Annual Agreement Renewals
  - Purchase Limit Adjustments



# P-CARD PURCHASES

- JP Morgan Credit Card
  - Used for single purchases for **College purposes ONLY** of goods or services that are not otherwise attainable through normal purchasing processes.
  - Single Transaction Limit: \$1,000.00
  - Monthly Credit Limit: \$5,000.00
  - Other Limits are at the discretion of the Department Supervisor, Purchasing Director and Program Administrator
  - Returns must be made to the card. Do not accept cash or checks.
  - **Exclusions**
    - IT Hardware/Software (unless approved by Chief Information Officer)
    - Furniture (unless approved by Purchasing Director)
    - Personal Transactions



# DATATEL REQUISITION

**MARTHA WILLIS**

**Datatel Trainer**

# DATATEL REQUISITION

## THE REQM

Before you get started.

- Vendor: Supplier of goods or services
- Price: Quote Cost & **Shipping** (warranty, return policy, etc.)
- Funding Source: Approved Budget & GL Account
- Something to write with and on: record the REQM number

Get Started!

- Datatel Account (User Log-In & Password required)
- Requisition: Datatel Entry
- Datatel Approvals: Budget Manager, Grant Accountant IT, V.P., etc.
- Write the number: to track the request

Tracking~

- Delivery & Acceptance: Proof of Delivery and Physical Receiving
- Invoice & Payment: Bill for goods or services received to finalize and close the order – Documentation for Back-up (Packing Slips)
- RINQ and PINQ: are your friend

# RINQ & PINQ

**RINQ - Requisition Inquiry**

Requisition : 0008000      Status : PO Created      Status Date : 01/27/11

Requisition Date: 01/28/11      PO Numbers: 1 P0006693

Initiator: Regina M. Dumke      BPO Numbers: 1

Required Date: 02/04/11      Comments: 1 Plates ord

Vendor ID: 0001935      Expire Date:

Name: 1 Bio Rad Laboratories      Priority:

Cty/St/Zp: Hercules CA 94547

Ship To:

Appr/Date: 1 HXT0716 01/27/11

**Line Items**

	Description	Quantity	Estimated Price	Extended Price	Tax
1	MRSA Select, 20x90mm	2.000	60.0000	120.00	
2	DNA Necklace Module	6.000	41.2500	247.50	
3					
4					

**Taxes**

	Amounts
1	
2	

**RINQ - Requisition Inquiry      PINQ - Purchase Order Inquiry**

PO Number : P0006693      PO Status : Reconciled      Status Date : 05/31/11

PO Date: 01/27/11      PO Amt: 367.50      Req NOs: 1 0008000

Appr/Date: 1 HXT0716 01/27/11      Vouchers: 1 V0093698

Vendor ID: 0001935      Purged IDs: 1

Name: 1 Bio Rad Laboratories      Comments: 1 Plates o

Address: 1 2000 Alfred Nobel Dr.      Ptd Com: 1 \*\*\*\*\*

Cty/St/Zp: Hercules CA 94547

Buyer: Denise L. Parrish      Initiator: Regina M. Dumke

Ship To: MC College of the Mainland

**Line**

Line	Items Description	Ordered	Accepted	Item Status Remaining	Expected Date Unit Price	Tax/ Remaining Price
1	MRSA Select, 20x90mm	2.000	2.000	Reconciled	02/04/11 60.0000	
2	DNA Necklace Module	6.000	6.000	Reconciled	02/04/11 41.2500	

**Remaining Taxes**

	Amounts	Remaining	0.00
1		Taxes	0.00
2		Totals	0.00

# WORDS TO THE WISE



**You can not backdate a REQM.** Did you receive goods or services without a purchase order? ...Kindly, thank the vendor for their donation to COM or tell the vendor to send the invoice to your home address and prepare to pay the bill 😊

**THE COLLEGE IS TAX EXEMPT.** The college will not reimburse tax.

**Shipping and handling are a separate line item in the same REQM!** The cost of shipping and handling WILL be assigned to the associated GL.



# PURCHASING DIRECTOR

**SONJA BLINKA**

# PURCHASE ORDERS

- A. Standard Purchase Order: One time purchase for goods or services.
- B. Blanket Purchase Order: ***MUST BE FUNDED IN ADVANCE OF GOODS AND SERVICES BEING PURCHASED.*** Multiple small dollar purchases of goods or services over an extended period of time with a selected vendor.
- IDENTIFY A PERIOD OF TIME (9/1 – 8/31)
  - NOT TO EXCEED \$5,000.00 annually
  - LIST OF AUTHORIZED USERS
  - *MANAGED AND TRACKED BY BUDGET MANAGER OR DESIGNEE - Expenditure Tracking & Accountability*

# CURRENT CAMPUS CONTRACTS

- **OFFICE SUPPLIES: OFFICE MAX SOLUTIONS**
  - Online Ordering (User Log-In & Password, Budget Manager, and Budget Code Required)
  - No Online Furniture Orders
  - Paper
  - Virtual Invoice – Packing Slips/Proof of Delivery **MUST** be provided to Accounts Payable for payment processing within 1 business day of receipt.
- **PRINT & COPY SERVICES: OFFICE MAX SOLUTIONS**
  - DocMan with User Log-In and Password
  - Bookstore Order Account
  - Marketing Items – Branded with COM Logo
  - No Mailing Services
  - Virtual Invoice - Packing Slips/Proof Of Delivery
- **BOOKS & INSTRUCTIONAL MATERIALS**
  - Texas Book Company



# CURRENT CAMPUS CONTRACTS (CONTINUED)

- **RICOH COPIERS:**

- Services (Repairs, Changes, and Moves): Call 1-800 Number located on tag of machine or online at [www.myricoh.com](http://www.myricoh.com)
- Supplies (Additional charges will be applied for expedited shipping requests)

- **FURNITURE STANDARDS:**

- Vanguard Environments
  - Coordinate with Purchasing and Facilities

- **FOOD SERVICES:**

- **Lagniappe** (Mr. C's Food Services)

# FIXED ASSETS & PROPERTY MANAGEMENT

- **Property Transfers:** property for continued use from one department to another.
- **Surplus Property:** property for permanent disposal.
- **Annual Auction:** Sale of surplus property to the general public for revenue gain to the General Fund.
- **Property Custodian:** Responsible party (Budget Manager of each individual Department)
  - **Documentation:** *New Property Disposition Form – COM I:/Drive*
  - **Facilities Work Order**

# MAILROOM

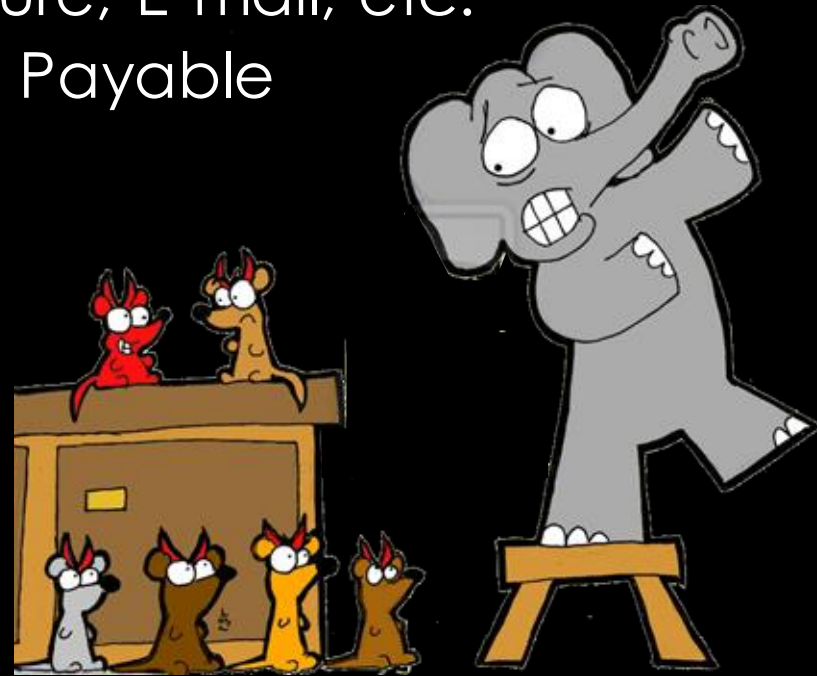


- **Mailroom Hours: Monday – Friday (9:00 a.m.– 4:00 p.m.)**
  - ALL MAIL
    - Must have a return address
    - **Must include a GL Account Form**
  - Regular & Priority Mail: 3:00 p.m. Monday – Friday
  - Certified Mail: Must complete the Certified Mail Label
  - Bulk Mail:
    - 200 + pieces
    - Must be uniformed by zip code order from the lowest to highest
    - Must be flaps down
    - Indicate the Exact Count for all Sealed and Postcard
    - Identified with Permit No. 54
    - Must state “Or Current Resident” under the address of the recipient
    - **Must be submitted to the mailroom clerk by 11:00 a.m.**

# SHIPPING & RECEIVING

- Shipping/Receiving:  
Monday – Friday (11:00 a.m. – 3:00 p.m.)
  - Proof of Delivery by Signature, E-mail, etc.
  - Packing Slips & Accounts Payable

**KNOW WHAT YOU ARE SIGNING FOR**



# Purchasing Website

[HTTP://WWW.COM.EDU/PURCHASING](http://www.com.edu/purchasing)

- Purchasing Department Website Resources
  - Department Contacts
  - External Site for Public Info
  - Internal Site for Employee Only Access
  - Available Online Tools/Forms
  - State Co-Operatives and Inter-Local Contracts
  - Surplus & Auction Details



# **Office DEPOT. OfficeMax**

**PRINT — ERIN RODRIGUEZ  
SUPPLIES — KARLA RUSSO**

# COMMENTS & QUESTIONS



*We are all ears...*





