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 polices 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
**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

• 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
Print – Erin Rodriguez
Supplies – Karla Russo
We are all ears...
THANK YOU!