

## Service Guide for the CCD Community

All items on this list marked as a service require a purchase order (PO) be in place **prior** to the purchase unless otherwise indicated in the comments column.

**This list may not be all inclusive**. If you are unsure whether what you want to purchase is a service, and you do not find it on this list, contact the Purchasing Specialist in Fiscal Services.

Description	Service?		Comments
	Yes	No	
Accreditation related fees	X		
Advertising	X		
Background Checks	X		
Bus Passes	X		
Catering - AHEC Authorized Caterer - pick-up or delivery	X		No PO required unless over \$5,000 (\$2,999 for Grants) - may use pcard to pay for purchase if no PO required
Catering - not AHEC Authorized Caterer			<b>See below * for the definition of catering</b>
- Catering Company - delivery by company	X		
- Catering Company - pick-up by customer	X		
- Fast Food Restaurant delivery by company	X		<b>See below * for the definition of fast food vs. non fast food</b>
- Fast Food Restaurant pick-up by customer		X	<b>See below * for the definition of fast food vs. non fast food</b> ; payment with pcard is acceptable for this type of purchase per CCD's Official Function Procedures.
- Non Fast Food Restaurant delivery by company	X		<b>See below * for the definition of fast food vs. non fast food</b>
- Non Fast Food Restaurant pick-up by customer	X		<b>See below * for the definition of fast food vs. non fast food</b>
Cell Phone	X		Cell phones are exempt from needing a PO per SFR 4.2.14.
Certifications and Renewals (i.e. dental, notary, etc.)	X		Should only be paying if certification is required for CCD employment - HR will confirm this.
Cloud Services	X		
Conference Registrations		X	
Courier/Delivery Service (small packages)	X		Must use one of the vendors with a State Mandatory Price Agreement.
Domain Use	X		
Dry Cleaning/Laundry	X		
Engraving	X		Awards, trophies, etc.
Extended Warranty, Plan/Additional Services	X		Does not include manufacturer's warranty.
Food - catering/restaurant - see "Catering" above			
Food - non catering (i.e. purchase from King Soopers)		X	PO required if being delivered.
IT Equipment (hardware)	X		See CCD IT Webpage.
Lease (air tanks, tablecloths, etc.)	X		
Lease - copiers	X		
Licenses and Renewals - Individual (same as certifications above)	X		Should only be paying if license is required for CCD employment - HR will confirm this.
Licenses and Renewals - Organizational	X		Not software (see below for software related).
Maintenance Agreements	X		
Media Conversion/Processing/Duplication/Storage for web access	X		
Memberships	X		
On-line Chats	X		
On-line Tests	X		
Parking Vouchers from AHEC		X	
Performers/Speakers	X		If on campus (including related expenses such as parking fees).
Permits	X		
Personal/Professional Services	X		Individual or Company
Phone Equipment	X		See CCD IT Webpage
Photocopying/Printing/Graphic Art Services	X		Do not need PO for RICOH on campus.
Postage		X	
Product and service combined - see below for examples			
- Labor/Installation in combination with purchase of a product	X		
- Buying art and having framed	X		
- Promotional/Uniforms etc. where buying product and printing logo (e.g. pens, shirts, etc.)	X		Yes if the cost of the service outweighs the cost of the good (in which case is should not be on a p-card). Determine this by looking at the quote or invoice.
Professional Development - On campus	X		Does not include Tuition - see Tuition below
Professional Development - Off campus		X	Does not include Tuition - see Tuition below
Rentals	X	X	Room rental on Auraria campus exempted from needing PO per SFR 4.2.7.
Repair and Maintenance Services	X	X	Repair services provide by AHEC are exempt from needing PO per SFR 4.2.7.
Royalties	X		Paid by Theater Department.
Shipping/Freight if only item being invoiced.	X		Example: Payment of shipping or freight to move a piece of equipment from one location to another.
Software with License	X		
Software; License to use software on cloud	X		
Software Maintenance and Support	X		
Sponsoring	X		
Surveys (i.e. Survey Monkey)	X		
Temporary Personnel Services	X		
Training - On campus	X		Does not include Tuition - see Tuition below
Training - Off Campus		X	Does not include Tuition - see Tuition below
Tuition	X		Tuition for "for credit" courses is not an allowable expense except under the CCCS Tuition Reimbursement Program.
Warehouse/Storage	X		
Warranty with purchase of goods		X	Manufacturer's warranty included with purchase. For extended warranties see above.

### \* Food Definitions:

Catering - a person or company preparing food and/or drink for an event or meeting hosted by and/or paid for by the College. This includes not only catering companies, but also restaurant food.

Fast Food - an establishment where there is no wait staff and customers place their orders and pick them up at the counter or drive through.

Non Fast Food - an establishment where there is wait staff. Purchases from these establishments will not be allowed on a pcard as this is a true "restaurant purchase" which is a **prohibited** pcard transaction under state procurement rules.

Wait Staff - for purposes herein, "wait staff" is defined as people who takes customer orders at their tables. Whether or not the orders are dine-in or take-out does not change the fact that, if the establishment employs wait staff, the purchases are considered non fast food.