

Fiscal Services
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CCD Purchasing

Frequently Asked Questions & Answer & Other Helpful Resources

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FAQs

Q: What types of purchases are allowed?

According to State of Colorado Fiscal Rules all expenses by state agencies and institutions of higher education must meet the following standards of propriety:

1. Are for official state business purposes only
2. Are reasonable and necessary under the circumstances

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Q: How do I determine if my purchase involves goods, services, or a combination of both?

Goods are tangible items such as supplies.

Services involve human effort or rental/leasing of equipment, etc.

Combination may involve human effort with an end result that is a Good, for example, printing.

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Q: When do I need to submit a Purchase Requisition (PR) to have a Purchase Order (PO) issued?

A PR and PO is required prior to purchasing and paying for the following:

- Services regardless of dollar amount (unless an allowable p-card purchase – see the p-card handbook for details). Contact Fiscal Services (see contacts at end of FAQs) for determination of whether or not the service you wish to purchase requires a PR to issue a PO.
- Purchase of Goods over \$5,000 with one vendor in a single fiscal year.
- Purchase of a combination of Goods and Services when the cost of the service outweighs the cost of the good.
- Pre-approval and signature of Budget Manager/Org Owner is required to authorize purchase.

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After reviewing and obtaining all the applicable required approvals from IT, Grant Accountant, Controller and HR, Fiscal Services hand delivers all PRs to AHEC. AHEC might contact the department for additional documentation that they require before approving the PR. Once the PR is approved by AHEC, they will issue a PO. *You may complete your purchase only AFTER you receive a PO from AHEC.*

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Q: How long will it take to receive my Purchase Order?

It can take anywhere from two (2) to six (6) weeks (or longer) from the time your Purchase Requisition is received by Fiscal Services for your PO to be issued by AHEC. The length of time is dependent on the following variables.

- Prior to delivering to AHEC Purchasing, Fiscal Services will review for completeness and request any additional information/documentation necessary from you. They will also route through Administrative Services for any additional approvals needed (IT, HR, grant, budget etc.)
- Once the PR is hand delivered to AHEC, the AHEC purchasing agent will review and contact you if any additional information is needed. Once the Purchase Order is established they will send a copy to you.
- Sole Source requests may be published on BIDS for three (3) days to determine if they are a true sole source. See separate FAQ on Sole Source.
- Goods over \$10,000 and Services over \$25,000 must be solicited if there is no state price agreement. There are three (3) solicitations generally used:
 1. Documented Quotes (DQ) must be published on BIDS a minimum of three (3) days, or more, at the discretion of the purchasing agent.
 - a. Goods \$10,000.01 to \$150,000
 - b. Services \$25,000.01 to \$150,000
 2. Invitation for Bid (IFB) must be published on BIDS for a minimum of 14 calendar days for Goods and Services over \$150,000.

3. Request for Proposal (RFP) is a formal process which considers criteria other than cost in evaluation and award.
 - a. Used when the needs are not clear.
 - b. Used for services over \$150,000, or complex procurements.
 - c. Typically results in a contract.
 - d. Must be published for a minimum of 30 calendar days.
- With the above in mind, it is important to plan ahead and be sure to include all needed documentation with your Purchase Requisition when submitting to Fiscal Services.

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Q: How are Goods up to \$5,000 defined?

Goods \$0 - \$5,000 are defined as:

- One-time purchases of supplies for \$5,000 or less.
- Purchases not anticipated to regularly recur, and costing \$5,000 or less in any fiscal year.
- Purchase to any single vendor for less than \$5,000 per fiscal year.

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Q: What is the process for purchasing Goods up to \$5,000?

1. MUST use Mandatory State Price Agreement, if available.
2. Must be approved by your budget manager/org owner.
3. Use either the Procurement Card (P-Card), or Direct Pay (Invoice paid by Accounts Payable), depending on vendor preference.
4. IT purchases must have prior IT approval in writing.
5. No competition is required.

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Q: What is the process for purchasing Goods \$5,000.01-\$10,000?

1. Send all information/specifications you have along with a quote from the vendor with the completed and org owner signed Purchase

Requisition (PR) to Fiscal Services. Ask the vendor to include any shipping expenses they will be charging on their quote.

2. MUST use Mandatory State Price Agreement, if available.
3. IT purchases must have prior IT approval in writing.
4. No competition is required.
5. Must have a PO issued prior to ordering goods.

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Q: What is the process for purchasing Goods over \$10,000?

1. Send all information/specifications you have along with a quote from the vendor with the completed and org owner signed Purchase Requisition (PR) to Fiscal Services. Ask the vendor to include any shipping expenses they will be charging on their quote.
2. MUST be processed by AHEC Procurement Services.
3. MUST use Mandatory State Price Agreement, if available.
4. IT purchases must have prior IT approval in writing.
5. Must be published on the Bid Information and Distribution System (BIDS) by AHEC Procurement Services if not using a State Price Agreement.
6. Must have a PO issued prior to ordering goods.

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Q: What is a Standing or Open Purchase Order?

A Standing/Open PO is used for repeated small purchases from the same vendor. They are only valid for the amount shown on the order, and cannot extend beyond the end of the fiscal year. To change/increase the amount a Change Order must be issued by AHEC Procurement Services. Increases in the amount of POs must be pre-approved by the org owner and the Controller.

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Q: What is the process for purchasing Services up to \$25,000?

1. MUST use Mandatory State Price Agreement, if available.

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2. Requires correct signatures (such as your org owner). Fiscal Services will obtain applicable grant accountant, HR and IT signatures before sending to AHEC Procurement Services.
3. Send a quote from the vendor, draft statement-of-work (SOW) from the vendor, Independent Contractor Checklist, personal services business case, and a W-9 if a new vendor with the Purchase Requisition (PR).
4. No competition required.

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Q: What is the process for purchasing Services \$25,000.01-\$150,000?

1. MUST use Mandatory State Price Agreement, if available.
2. Correct signatures (such as org owner, VP, President) must be obtained before sending to Fiscal Services. Fiscal Services will obtain applicable grant account, HR and IT signatures before sending to AHEC Procurement Services.
3. Send a quote from the vendor, draft statement-of-work (SOW) from the vendor, Independent Contractor Checklist, personal services business case, and a W-9 if a new vendor with the Purchase Requisition (PR).
4. Must be published on BIDS by AHEC Procurement Services (if not using State Price Agreement).
5. Must have PO issued by AHEC Procurement Services, or a State contract executed for services over \$100,000 prior to work commencing.

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Q: What is the process for purchasing Services over \$150,000?

1. MUST use Mandatory State Price Agreement, if available.
2. The Colorado Community College System President must sign PRs over \$200,000.
3. Additional signatures (such as org owner, VP, President) must be obtained before sending to Fiscal Services. Fiscal Services will obtain

applicable grant accountant, HR and IT signatures before sending to AHEC Procurement Services.

4. Send a quote from the vendor, draft statement-of-work (SOW) from the vendor, Independent Contractor Checklist, personal services business case, and a W-9 if a new vendor with the Purchase Requisition (PR).
5. Must be published on BIDS by AHEC Procurement Services.
6. Must have a State contract issued prior to work commencing.

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Q: Where can I find the Personal Services Business Case document?

1. The CCD Human Resources Form: [HR-4 Personal Services Business Case Form](#).

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Q: What is Sole Source?

If you are requesting a good over \$10,000 or a service over \$25,000, AND it is not on a state price agreement, AND only one source can provide the required good or service:

1. A **written** determination that procurement is a sole source, setting forth the reasons, must be made to AHEC Procurement Services. See the [Brand Name or Sole Source Justification](#) form at AHEC, which must be completed and sent with the PR to Fiscal Services. Fiscal Services will obtain applicable grant accountant, HR and IT signatures before sending to AHEC Procurement Services.
2. Sole Source requests may be published on BIDS for three (3) days to determine if they are a true sole source.
3. AHEC Procurement Services approval is required.

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Q: Can I make a purchase via the internet?

You may make a purchase via the internet if you are a p-card holder. You must follow the rules outlined in the Procurement Card (P-Card) Program Handbook and the following guidelines:

1. Know the vendor and what is being purchased.
2. Make sure you are on a secure website (example: https, secure lock icon, etc.).
3. Print the order before submittal and then verify the accuracy of the information before clicking send.
4. Do not forget the tax exemption requirement.
5. Print the electronic confirmation page if there is one.

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Q: Can I sign a vendor agreement?

DO NOT sign any vendor agreements.

1. Personnel signing vendor agreements may be held personally liable for the commitment and payment of goods/services (per Fiscal Rule 2-2).
2. Departments **MUST** forward all contract and vendor agreement documents, unsigned, to the Budget Office for review/execution prior to work commencing. The Budget Office will determine whether your proposed purchase should be handled as a contract or a purchase order.

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Q. What if I want to purchase from a Foreign Vendor?

We are required by the IRS to withhold taxes when purchasing services from foreign vendors unless they have a U.S. Taxpayer Identification Number (TIN) or a representative with a TIN in this country. The system office has requested that all potential purchases be reviewed by CCCS's legal department, as well as our auditors to ascertain if withholding will be required. The cost for this review will be passed on to the college (the cost for the auditors review by a partner is approximately \$375.00 per hour). When considering the purchase of services from a foreign vendor, you will

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need to add these additional costs into the purchase and it may then be beneficial to locate a vendor within the United States. If it is determined that withholding is applicable, you will need to notify the vendor prior to the purchase and ensure the applicable processes are in place when you are ready to make payment. Purchasing from a foreign vendor using a credit card (P-Card or Travel Card) does NOT exempt our reporting or withholding requirements. Keep in mind this applies to services and not to products/goods purchases, however, everything must be submitted to ensure no services are bundled into the purchase of products/goods.

When considering a purchase from a foreign vendor, plan ahead to allow enough time for our research. Please contact Desha Banks at 303-352-3014 or Tunga Nyanrag at 303-352-3241 with your questions or concerns.

Please read the Foreign Vendor Questionnaire for pertinent questions to consider when choosing a vendor.

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Q: Where can I find Purchase Requisitions forms?

Visit AHEC Procurement Services on the 3rd floor of the administration building. If you need more than you can carry back to your office, contact Dave Leatherman in Fiscal Services at Dave.Leatherman@ccd.edu to coordinate delivery of the forms with AHEC.

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Q: Who do I contact at CCD for other questions related to purchasing?

Dave Leatherman (Dave.Leatherman@ccd.edu), Purchasing Specialist, at extension 23050.

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Q: Who in Fiscal Services do I send my completed Purchase Requisitions to?

Dave Leatherman (Dave.Leatherman@ccd.edu), Purchasing Specialist

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