

Guidelines for SWP/Perkins Purchasing

There are several ways that purchases can be made with Career Education (CE) funds. The steps below are ONLY for funds that have been approved by the CE committee.

REQUISITIONS

Step 1. The requester (faculty member, manager, or senior administrative assistant of the division where the purchase is being requested) holds the responsibility to fill out the purchase requisition form legibly with accurate information using the CLPCCD Requisition form with **NO MODIFICATIONS** made to the form.

<http://www.clpccd.org/business/documents/Requisition-redo5-20-2020.pdf>

Items required to fill out a requisition:

1. Valid quote from the vendor that is less than 30 days old (unless the vendor has stipulated that the quote is for more than 30 days).
2. Vendor information including the W number. If a vendor does not have a W number, it is the requester's responsibility to obtain the NEW VENDOR documents needed. The senior administrative assistant of the division where the purchase is being requested should submit the vendor documents to purchasing for an ID (W number) to be created.

<http://www.clpccd.org/business/FormTemplate.php>

Information required on the Requisition:

1. Requester's name AND the CE administrative assistant's name, (currently- Yesenia Jimenez)
2. Department/ Division
3. Date
4. Vendor W number, name, address- nothing else
5. Room number for delivery
6. Itemized list from the quote including units, quantity and unit price
7. Shipping, if applicable
8. Tax calculated at the county rate. Please note, CLPCCD pays tax on items whether or not the vendor lists it on the quote. You must calculate this if it is not on the quote. There are certain non-taxable items, where this does not apply.
9. Labor and installation, if applicable

10. Dean's signature

ITEMS NOT TO INCLUDE ON THE REQUISITION:

1. Requisition number- this will be created later. If changes need to be made to a REQ after it is created, the REQ needs to be cancelled re-created as no changes can be made except to DISAPPROVE a req. The administrative assistant will email you a copy of the final REQ once it is submitted to business services.
2. The FOAP or anything in the FOAP area.
3. Notes- please leave this space blank.

STEP 2.

Once the requisition has been created, the quote and the requisition and any additional supporting documents should be sent to the CE manager (Christina Read) with a copy to the CE administrative assistant, (currently- Yesenia Jimenez). They are responsible for submitting the requisition for processing.

STEP 3.

When the item(s) is/are received, the requester is responsible for notifying the CE administrative assistant and Christina Read.

All invoices or updates from vendors should be forwarded to the CE administrative assistant.

Disbursements

Step 1. The requester (faculty member, manager, or Senior Administrative Assistants of the division where the purchase is being requested) holds the responsibility to fill out the Disbursement form legibly with accurate information using the CLPCCD Requisition form with NO MODIFICATIONS made to the form.

This form of direct payment is made when no requisition is needed for a purchase or a service. It is not to be used to attempt to by-pass the normal purchasing process.

<http://www.clpccd.org/business/documents/DisbursementRequest6-7-20224.pdf>

There should only be ONE INVOICE per form- even though there are multiple lines. However, if this is for an employee with multiple receipts, each receipt can be listed in the 2-line space.

Information required on the Disbursement form:

1. Date

2. Vendor information including the W number. If a vendor does not have a W number, it is the requester's responsibility to obtain the NEW VENDOR documents needed. The senior administrative assistant of the division where the purchase is being requested should submit the vendor documents to purchasing for an ID (W number) to be created.

<http://www.clpccd.org/business/FormTemplate.php>

3. How the check is to be disbursed
4. General description of the purchase include the invoice/receipt number and the invoice/receipt date
5. The total amount for the invoice/receipt- including the tax. You do not have to list every item on the receipt.
6. Requester's information and signature
7. Dean's information and signature

ITEM NOT TO INCLUDE ON THE DISBURSEMENT FORM:

1. The FOAP or anything in the FOAP area.

STEP 2.

Once the disbursement has been completely filled out, the form with the receipts/invoice should be sent to the CE manager (Christina Read) with a cc to the CE administrative assistant, (currently- Yesenia Jimenez). They are responsible for submitting the disbursements for processing.