



Coast Community College District Purchasing Handbook



Revised Winter 2018

Table of Contents



Introduction	2
Bidding Requirements	3
Purchasing Contacts	4
Vendor Setup Procedure	5
Quote Procedures	6
Flow Chart	7
Creating a Requisition: FPAREQN	8
Advanced Requisitioning: FPAREQN	16
Copy a Requisition	20
Requisition Formatting	21
Independent Contractors	29
Public Works	30
Requisition Chart: Supporting Documents	32
Denying a Requisition: FOADOCU	33
Cancelling a Requisition: FPARDEL	34
Banner Queries: How to Perform Searches	35
Document History: FOIDOCH	39
Change Order Requests	41
Appendix	45
➤ My Banner, Banner Keyboard/Toolbar Short Cuts, Contracts Submission Procedure, Purchasing Board Policies.	

Introduction



The purchasing of services, equipment, and supplies is centralized in the Purchasing Department under the direction of the Director of Purchasing. This authority has been delegated by the Board of Trustees who ultimately has the sole authority and responsibility for all purchase contracts of the District.

The primary responsibility of the Purchasing Department is to provide supplies, materials and services to be available at the correct time, in the proper quantity and place, with quality and cost consistent with the needs of the District. Purchasing has the responsibility for making the final determination of the source of supply, quantities, delivery schedule and price negotiation except where others are authorized to do so. The Purchasing Department will seek competitive pricing and protection against conflict of interest and ensure that purchases of materials and supplies that exceed statutory limits are through advertised bids approved by the Board. Purchasing shall comply with all the provisions of the California Education Code, California Government Code, California Public Contract Code, and Board policy.

Purchasing strives to maintain an outstanding service orientation. We believe it is critical to serving the students, staff and faculty of the District. At the same time, the District has legal, fiscal, and moral responsibilities to follow statutes, regulations, and policies established with state law and the Board of Trustees. **All purchases require prior approval through the established requisition/purchase order process. Items ordered without an authorized PO are not the responsibility of the District, whether or not they are school related materials.**

Solicitation Procedures

Suppliers shall promote their merchandise through the Purchasing Department. This does not preclude a department from requesting information directly from a vendor. Any department wishing to secure a product presentation or demonstration should invite a Purchasing representative to attend the presentation. This will help expedite the ordering process.

Requisitioning

Detailed online requisitions should be submitted by the requesting department with all the proper approvals through the District's Banner Financial system. Any supporting documentation such as quotes, contracts, order forms, etc., must be sent to Purchasing referencing the requisition number.

Any purchase that totals \$15,000 or more is required to have three quotes. Purchasing understands that sometimes three competitive quotes are not available. Please discuss this with the Director of Purchasing prior to submitting your requisition. All of the quotes must be sent to the Purchasing Department, not just the quote that the requestor wishes to use for the purchase.

Bidding Requirements



Please Note: The Bid Threshold for equipment, materials, supplies, services, and routine repairs/maintenance is adjusted annually for inflation from the baseline of \$50,000, per *Public Contract Code 20111(d)*. Please visit the Coast Navigator Purchasing page Reference Library to see the current CA State Bid Limit:

https://navigator.cccd.edu/district/fas/purchasing/reference_library/Pages/default.aspx

The Bid Threshold for public projects (as defined below) has remained unchanged at \$15,000.

Any order which exceeds the Bid Thresholds must be competitively bid. Please contact Purchasing for assistance.

California Code

Public Contract Code 20651(a) states, “The governing board of any community college district shall let any contracts involving an expenditure of more than fifty thousand dollars (\$50,000) for any of the following: (1) The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district. (2) Services, except construction services. (3) Repairs, including maintenance...that are not a public project. The contract shall be let to the lowest responsible bidder who shall give security as the board requires, or else reject all bids.”

Public Contract Code 20651(b) continues stating, “The governing board shall let any contract for a public project...involving an expenditure of fifteen thousand dollars (\$15,000) or more to the lowest responsible bidder.”

Public Contract Code 22002 (c) Defines a public project as “(1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility (2) Painting or repainting.

Public Contract Code 22002 (d) States that public projects do not include maintenance work defined as “(1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes. (2) Minor repainting. (3) Resurfacing of streets and highways at less than one inch. (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.”

Furthermore, *Public Contract Code 20657* states, “It shall be unlawful to split or separate into smaller work orders or project any project for the purpose of evading provisions of the Code requiring work to be done by contract after competitive bidding.”

Education Code 81644 states, “Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired for the District, or for materials or supplies to be furnished or sold to the District may be with an accepted vendor as follows: for work or services, or for apparatus or equipment, not to exceed five years; for materials or supplies, not to exceed three years.”

Purchasing Contacts



- John Eriksen, Manager of Purchasing Services
Phone: (714) 438-4680
Email: jeriksen@mail.cccd.edu
Commodities: Bids/RFPS, Department Oversight, Purchase Order Approval, Quote Exception Approval, Vehicles/Transportation.
- Joanna Perez, Buyer
Phone: (714) 438-4682
Email: jperez@mail.cccd.edu
Commodities: Class Schedules, Copiers, Furniture, GO Bond/Capital Outlay/Facilities, Independent Contractors (ICs), Insurance/Medical Worker's Compensation, Leases, M & O Equipment/Supplies/Services, Multi-Year POs, Paper, Printing, Public Works, Service Maintenance Agreements. May also be contacted for general instructions and inquiries involved with Banner operations and Purchasing procedures.
- Rachel Duhamel, Buyer
Phone: (714) 438-4685
Email: rduhamel@ccd.edu
Commodities: Arts and Letters Equipment/Supplies, Athletics Equipment/Supplies, Career and Technical Education (CTE) Equipment/Supplies, College Bookstore Orders, EOPS/SSSP, Library, Medical/Nursing/Dental Equipment/Supplies, Misc. Supply Orders, Promotional Items/Advertising, Science Equipment/Supplies, Technology Hardware/Software/Equipment/Supplies. May also be contacted for general instructions and inquiries involved with Banner operations and Purchasing procedures.
- Kathy Richards, Purchasing Clerk
Phone: (714) 438-4734
Email: krichards@mail.cccd.edu
Commodities: Amazon.com, Credit Applications, Catering, Home Depot, New Vendor Setup, Office Depot, Surplus. May also be contacted for general instructions and inquiries involved with Banner operations and Purchasing procedures.

NOTE: The average PO processing time is 3-5 business days. Purchase orders are usually generated 1-3 days after a requisition is approved. It then takes an additional 1-2 days to have the purchase order signed and distributed to the vendor and campuses. The processing time can increase to 7-10 business days during our peak season of July through September. **To expedite a purchase order** contact Purchasing directly or have the Fiscal Services Department contact Purchasing with your request. This is for urgent purchase orders only. If a PO still needs to be expedited but is less urgent, please put a note in the requisition Comments field (see page 19 for instructions) and we will fax/email the PO to vendor as soon as possible.

Vendor Setup Procedure



A vendor is a company or individual that provides supplies, equipment or services to the District. They are also commonly referred to as suppliers. The Purchasing Department maintains a large database of vendors in the Banner Financial System. Existing vendors can be searched for by using the FTIIDEN query screen (see Page 36 for full instructions) or while creating the requisition in FPAREQN (see Page 8 for full instructions).

If a vendor does not exist in Banner, a New Vendor Setup request must be submitted to the Purchasing Department via email. Full instructions and current W-9 forms can be found on the Coast Navigator Purchasing page under the New Vendor Set Up section:

https://navigator.cccd.edu/district/fas/purchasing/new_vendor/Pages/default.aspx

Guidelines

- Verify that the vendor will accept purchase orders and Net 30 payment terms prior to submitting the request.
- If a vendor requires a credit application from the District before accepting our orders, submit the credit application with the New Vendor Setup request.
- All W-9 forms submitted to Purchasing must use the most current version of the form. They must have all fields completed and be signed by the vendor within the calendar year.

New Vendor Setup Request

1. **Request a current W-9 Form from the vendor** (not required for magazine/newspaper subscriptions).
2. If a Business Name and "Doing Business As" (DBA) name are listed, please indicate which name will be used for invoicing.
3. If the mailing address is different than what is provided on the W-9 form, please include the correct mailing address in the email request.
4. **Submit the phone, fax, address information, and the complete W-9 form via email to Kathy Richards at kr@ccd.edu.** The phone, fax and address information should be provided in the body of the email.

Inactivated Vendors

An inactivated vendor is a company or individual that has not provided supplies, equipment or services to the District for a period of 2 fiscal years. They will appear in Banner as *Inac.

If the requestor would like to use an inactivated vendor, they must submit a **current W-9 form** with a request to reactivate the vendor via email to Kathy Richards at kr@ccd.edu.

Please submit any other changes to existing vendors to Kathy Richards via email.

Quote Procedures



Obtaining quotes is a good standard practice for any order being placed. A quote ensures accurate pricing and availability for supplies and services. However, for certain orders it is mandatory to obtain one or more quotes:

Quote Requirements

- 1 Quote for individual items over \$5,000.
- 3 Quotes for any products or services totaling over \$15,000.

Campuses: Remit quotes to the campus Fiscal Services Department. Fiscal Services will review the quotes and forward them to the Purchasing Department.

District: Remit quotes directly to Purchasing.

Tips

- Many vendors offer institutional and/or quantity discounts. Be sure to mention the agency (GWC, CCC, OCC or District), location, and the quantity of the items when requesting quotes.
- Sole Source vendors are exempt from the 3 quote requirement, but must have approval from the Director of Purchasing before the PO can be processed. Sole Source is defined as a product or service that is only manufactured, distributed, and available from one vendor. Provide a sole source letter from the vendor when available.
- If the vendor replies “unable to quote” in writing, it qualifies as a quote.
- Open Purchase Orders are exempt from 3 quotes requirement.
- If the quote references a cooperative purchasing agreement (CMAS, E&I, FCCC, NASPO, NJPA, US Communities, etc) or another public agency’s piggybackable contract, then the 3 quote requirement for orders exceeding \$15,000 does not apply. However, attaining competitive quotes is still encouraged to ensure best value and cost.
- If additional quotes for orders exceeding \$15,000 are not available contact the Director of Purchasing for approval.
- Purchasing can provide assistance in attaining additional price quotes.
- Quotes are also commonly referred to as Estimates and Proposals.

Purchasing Process Flow Chart



General Information:

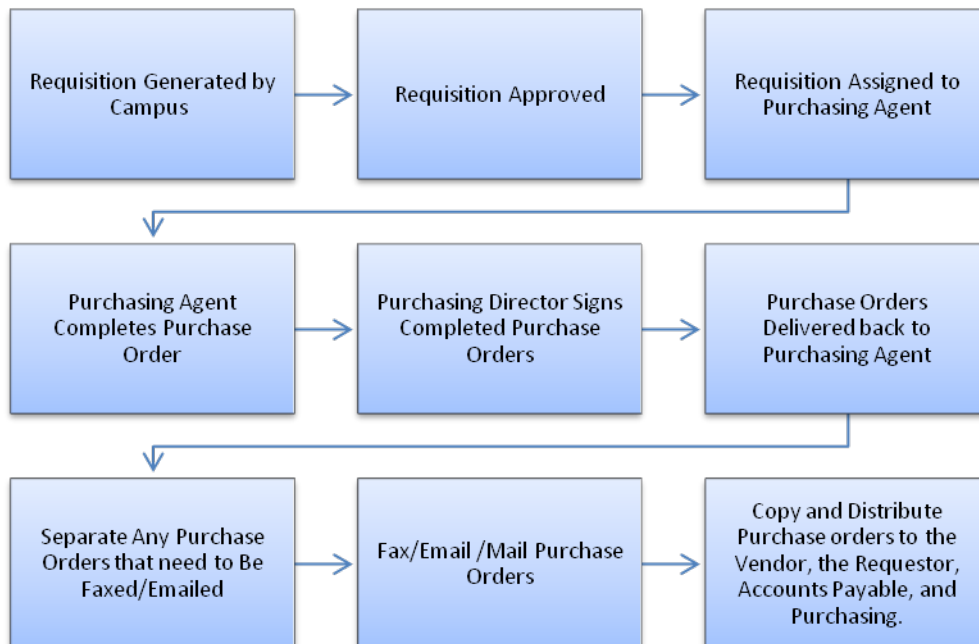
- Banner is the District-wide computer system for purchase orders, enrollment and all administrative functions.
- A Requisition is an electronic order request generated by campus or District personnel.
- A Purchase Order (PO) is an authorized document used to place an order with a vendor.

Purchase Order Origin:

1. Campus or District employee will generate a requisition in Banner.
2. Requisition will be approved by administrators electronically.
3. Upon approval, requisitions will be assigned to a Purchasing Agent.
4. Purchasing Agent will turn the requisition into a Purchase Order (PO).
5. Completed Purchase Orders will go to Purchasing Director to be signed.

Distributing Completed Purchase Orders

1. After Purchase Orders are completed and signed, they will be given back to the Purchasing Clerk for distribution.
2. The original Purchase Order will be sent to the vendor and a file copy will be made for Purchasing. A copy of the Purchase Order will also be given to Accounts Payable and the Requestor.



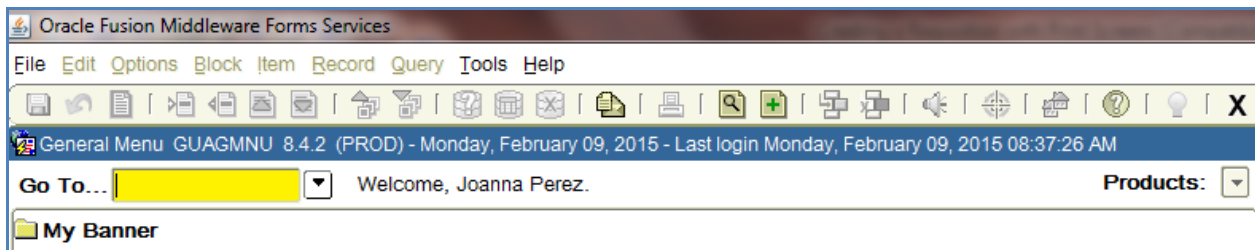
Creating a Requisition FPAREQN



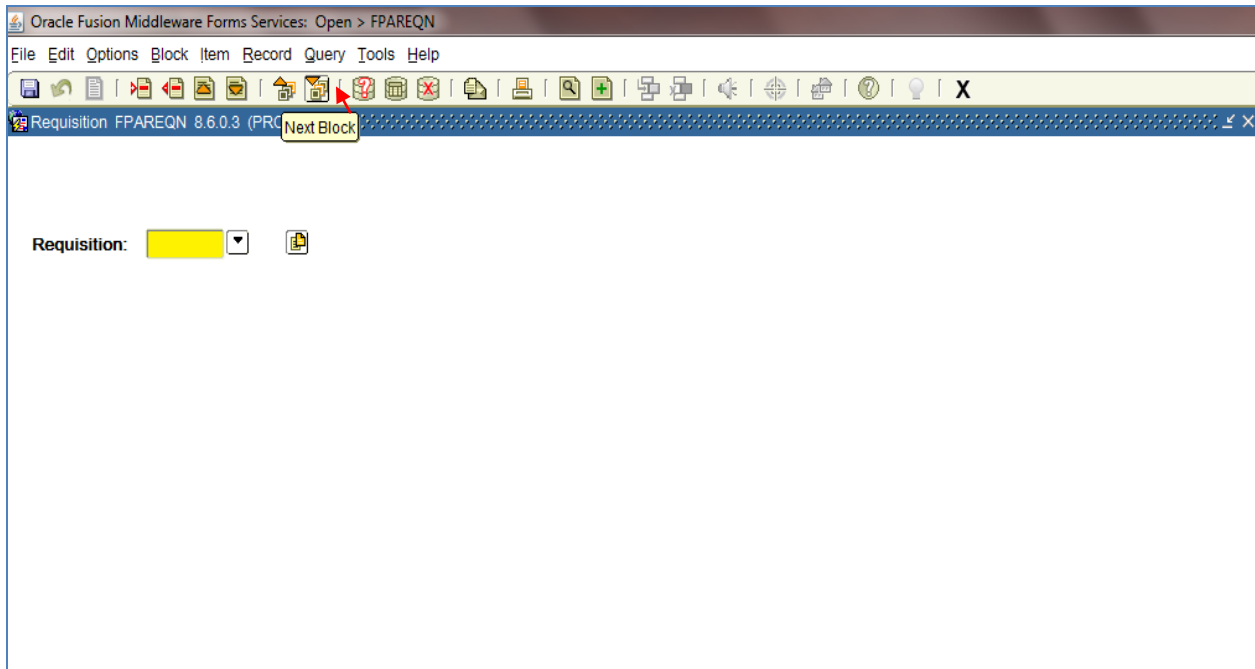
A requisition is used to initiate a purchase for supplies, equipment or services. It is created in the Banner Financial system and undergoes an electronic approval process. After a requisition is completed and approved, the Purchasing department will generate a purchase order within 3-5 business days (7-10 during peak seasons of July- September) and submit it to the vendor for fulfillment. Please use the steps below to create a requisition:

Step 1: Generating a New Requisition

1. Enter **FPAREQN** in the Go To field of the General Menu.



2. In the Requisition field click **Next Block** on the toolbar or CTRL + PGDN on the keyboard.



Step 2: Requestor/Delivery Information

1. Fill in the three required fields:

- **Delivery Date:** For receivable orders set the Delivery Date to the expected arrival of your order. Purchasing recommends a delivery date that is approximately 3 weeks from the date of entry. This will allow 5 business days for the purchase order to be processed and distributed plus the average ship time of 10-14 business days. For non-receivable orders set the Delivery Date to when the purchase order will expire. For example, an Open Purchase Order can be valid for a full fiscal year. (See Requisition Formatting Page 21 for more detail).
- **Ship To:** Enter your campus/site (CCC, GWC, OCC, DIS). You may also select your site using the drop down arrow located to the right of the Ship To field.
- **Attention To:** Insert the name of the individual requesting the order.

2. Next Block or use the mouse to click on the **Vendor Information** tab.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (PROD)

Requisition: NEXT
 Order Date: 09-FEB-2015
 Delivery Date:
 Commodity Total: 0.00
 Transaction Date: 09-FEB-2015
 Comments:
 Accounting Total: 0.00
 In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Requestor: Joanna Perez
 Organization: 181001 Purchasing
 COA: C Coast Chart of Accounts
 Email: jperez@mail.cccd.edu
 Area Code Phone Number Extension
 Phone: 714 4384682
 Fax: 714 4384895

Ship To:
 Street Line 1:
 Street Line 2:
 Street Line 3:
 Contact:
 Attention To:
 Building: Floor:
 City:
 State or Province: Zip or Postal Code:
 Nation:
 Area Code Phone Number Extension

Step 3: Vendor Information

1. Enter the **Vendor Code** (vendor number) in the blank Vendor field.
2. **To search for a Vendor number** click on the drop down arrow located to the right of the Vendor Code field. An Option List pop-up menu will appear. Select the first link FTIIDEN. Perform search in the Last Name field using the wild card key (%) at the beginning and end of your search (Ex: %Home Depot%). Press the Execute Query button on the toolbar or F8 to perform the search. Select the vendor number by double clicking on it. This will return you to the Vendor Information screen. Please be advised that searches are case sensitive.
3. Verify address information. Add a contact person if necessary.
4. The default Address Type is PO Sequence 1. Some vendors have several locations. A different address may be selected by clicking on the drop down arrow located to the right of the Sequence field. A new window will open called Address Information Query FOQADDR. Use the scroll bar to find the correct PO address and then double click the Sequence Number field to select the address and to return to the Vendor tab.
5. Next Block or use the mouse to click on the **Commodity/Accounting tab**.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for a Requisition Entry (FPAREQN). The window title is "Oracle Fusion Middleware Forms Services: Open > FPAREQN". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and actions. The main content area is titled "Requisition Entry: Vendor Information FPAREQN 8.6.0.3 (PROD)".

The form fields are organized as follows:

- Requisition:** NEXT
- Order Date:** 09-FEB-2015
- Transaction Date:** 09-FEB-2015
- Delivery Date:** 30-JUN-2015
- Comments:** (empty)
- Commodity Total:** 0.00
- Accounting Total:** 0.00
- Document Level Accounting:**
- In Suspense:**
- Document Text:**

The "Vendor Information" tab is active, showing the following fields:

- Vendor:** (dropdown menu) Vendor Hold
- Address Type:** (dropdown menu) **Search** (button)
- Sequence:** (dropdown menu)
- Discount:** (dropdown menu)
- Tax Group:** CALT (dropdown menu) California Tax Group
- Currency:** (dropdown menu)
- Street Line 1:** (text field)
- Street Line 2:** (text field)
- Street Line 3:** (text field)
- City:** (text field)
- State or Province:** (text field) **Zip or Postal Code:** (text field)
- Nation:** (text field)
- Contact:** (text field)
- Email:** (text field)
- Phone:** (Area Code, Phone Number, Extension) (text fields)
- Fax:** (text fields)

Step 4: Commodity/Accounting

1. Enter item details in the **Description** field. If additional space is needed for the description use Item Text (see [Step 5: Item Text and Document Text](#), Page 12 for further instruction). Leave the Commodity field blank.
2. Use the **Tab** button on the keyboard or the mouse to navigate through the required fields:
 - Enter in **U/M** (Unit of Measure),
 - **Tax Group** (see [Advanced Requisitioning](#), Page 16 for taxable items)
 - **Quantity**
 - **Unit Price**

Note: Use the drop down arrows located next to the U/M or Tax Group to see options.
3. Add **Shipping/Freight** costs in the Additional field, unless the shipping is taxable.
4. Press **Tab** button on the keyboard until total appears on the Commodity Line Total field.
5. To add **additional line items** to the requisition, press the down arrow on the keyboard while on the Description field and follow the previous steps. Continue pressing down to access more lines.
6. If no Item Text or Document Text needs to be entered skip to [Step 6 - Entering the FOAPAL](#), Page 14.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for 'Requisition Entry: Commodity/Accounting'. The window title is 'Oracle Fusion Middleware Forms Services: Open > FPAREQN'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various navigation and editing icons. The main content area is divided into tabs: 'Requisitioner/Delivery Information', 'Vendor Information', 'Commodity/Accounting' (selected), and 'Balancing/Completion'. The 'Commodity/Accounting' tab displays the following fields and options:

- Requisition:** R0041060
- Order Date:** 09-FEB-2015
- Transaction Date:** 09-FEB-2015
- Delivery Date:** 30-JUN-2015
- Comments:** (empty)
- Commodity Total:** 0.00
- Accounting Total:** 0.00
- In Suspende
- Document Text
- Document Level Accounting

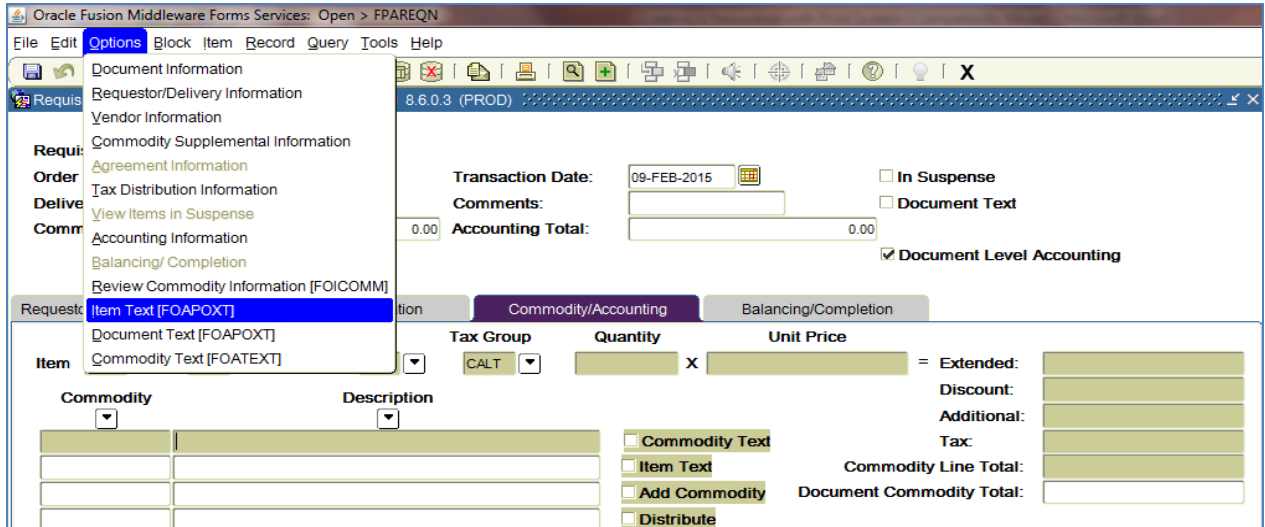
The 'Commodity/Accounting' tab has sub-sections for 'U/M', 'Tax Group', 'Quantity', and 'Unit Price'. The 'U/M' dropdown is set to 'CALT'. The 'Tax Group' dropdown is set to 'CALT'. The 'Quantity' field is empty, and the 'Unit Price' field is empty. The 'Description' field is empty. There are also checkboxes for 'Commodity Text', 'Item Text', 'Add Commodity', and 'Distribute'. The 'Additional' field is highlighted in yellow. The 'Commodity Line Total' and 'Document Commodity Total' fields are empty.

At the bottom of the screen, there are fields for 'FOAPAL' (empty), 'Remaining Commodity Amount' (0.00), and 'NSF Override' and 'NSF Suspense' options. There are also fields for 'Extended', 'Discount', 'Additional', and 'Tax' amounts, all of which are empty. The 'FOAPAL Line Total' and 'Document Accounting Total' fields are also empty.

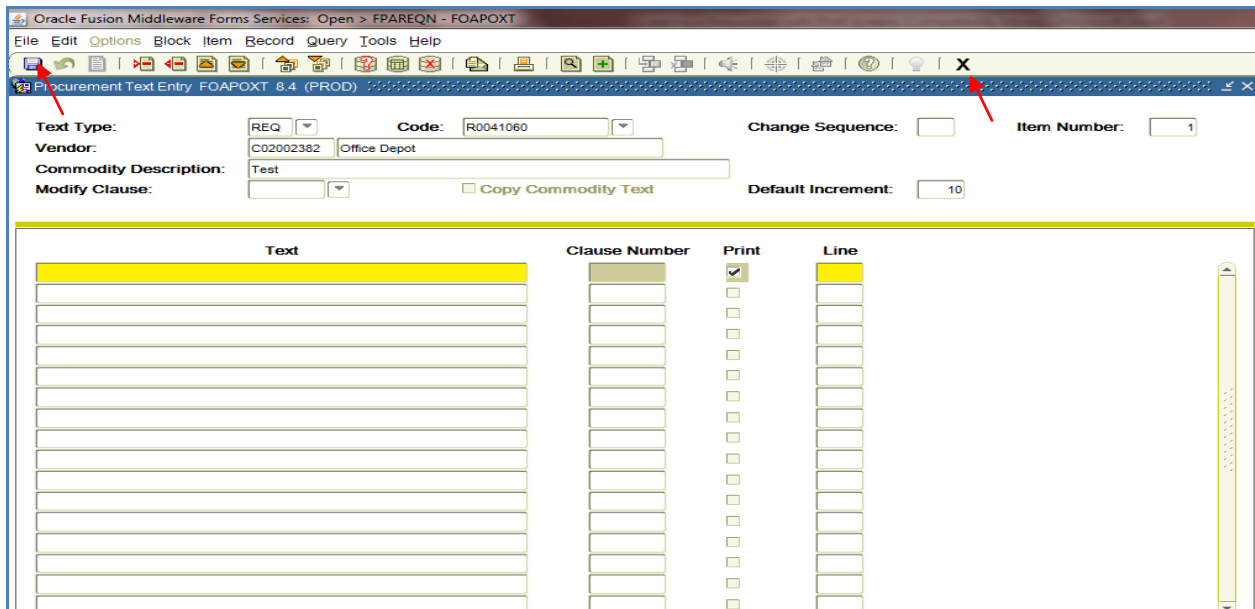
Step 5: Item Text and Document Text

Item Text is used to place additional information for an item when the Description field space is insufficient. Item Text is line-specific and will only add text beneath the selected item.

- 1. Choose the selected item to add Item Text.
- 2. Go to **Options** on the menu.
- 3. Select **Item Text**.

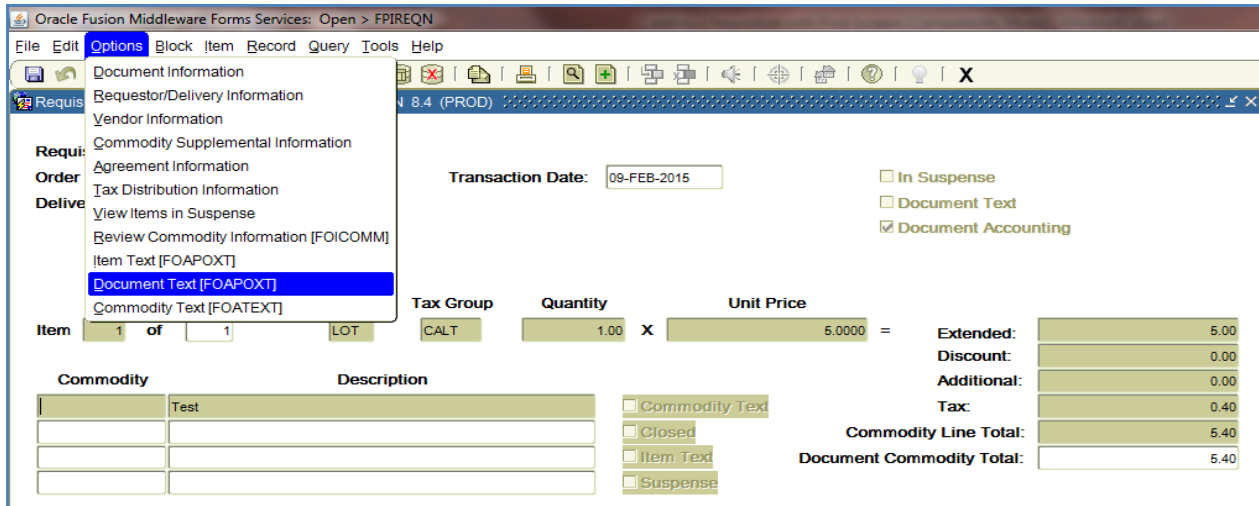


- 4. Selecting Item Text will pull up a new screen: Procurement Text Entry FOAPOXT.
- 5. Enter additional description on the lines provided in the Text fields.
- 6. Once all the desired text has been entered press the **Save** Icon on the toolbar or press F10 on the keyboard to save the entry.
- 7. Click the **X** on the toolbar to return to the Commodity/Accounting screen.



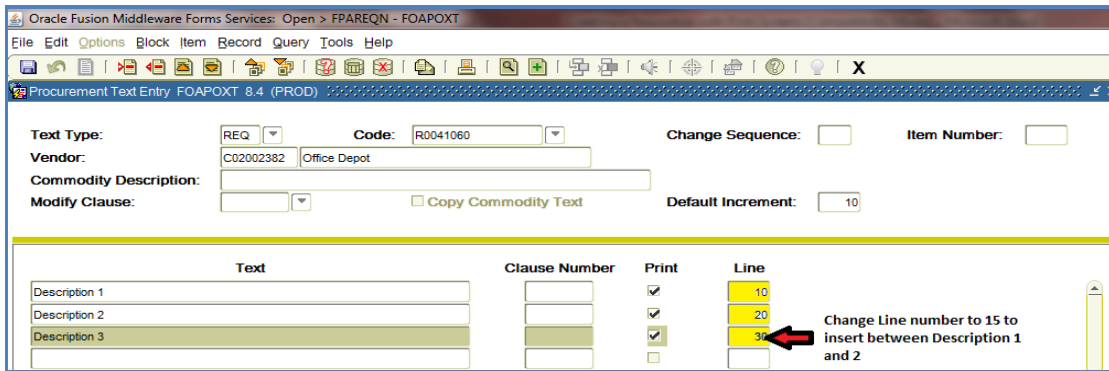
Document Text is used to place a header above the line items. This is a good area to place information/instructions to the vendor. For example: Quote Numbers, Special Instructions, Will-Call Notices, etc should go in Document Text. Document Text is not line-specific and will print above the commodity lines.

1. Go into **Options** on the menu.
2. Select **Document Text**
3. Repeat the same process as Item Text subsections 4-7.



Tips

- **Move lines in Item Text or Document Text:** Change the sequence number of the line to where it should be inserted. **Example:** To move line 30 in between lines 10 and 20, change the line sequence number to any number that falls between 10 and 20, such as 15. Save then use the Rollback icon on the toolbar to make the change appear. Use this same method to insert a blank line. ****Warning:** Make sure to not duplicate line numbers, as this can cause an error in Banner.



- **Remove a line in Item Text or Document Text:** To remove a line completely, select the line to be deleted and then from the menu select Record and click Remove (or simply press Shift + F6 or use the Record Remove icon on the toolbar).
- **Remove text but keep the blank line:** Highlight the desired text and press Delete.
- **Keep a line but not have it print:** Uncheck the Print box of the desired line.

- **Step 6: Entering the FOAPAL**

1. **Next Block** or use the mouse to navigate to the FOAPAL field. The FOAPAL is the budget number used for the order.
2. Fill out the **Fund, Orgn, Acct** and **Prog** fields with the budget number information. Be aware that most fields will automatically populate with the Requestor's budget information. Change the auto-filled budget if necessary. Bond budgets and certain grants will also have an Activity Code. This should be entered in the **Actv** field.
3. **Press Tab** on the keyboard until the total appears in the FOAPAL Line Total field.
4. Next Block or use the mouse to click on the **Balancing/Completion tab**.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PROD)

Requisition: R0041060
 Order Date: 09-FEB-2015
 Delivery Date: 30-JUN-2015
 Transaction Date: 09-FEB-2015
 Comments:
 Commodity Total: 5.40
 Accounting Total: 5.40

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	LOT	CALT	1.00 X	5.0000	5.00	0.00	0.00	0.40	5.40	5.40
Commodity Description: Test										
<input type="checkbox"/> Commodity Text <input checked="" type="checkbox"/> Item Text <input type="checkbox"/> Add Commodity <input checked="" type="checkbox"/> Distribute										

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total	Document Accounting Total
15		110001	181001	4312	677000				5.00	0.00	0.00	0.40	5.40	5.40

Tips

- If dollar amount fails to populate try returning to the Description field and tabbing through the line. Return to the FOAPAL line and tab through once more. This will help the system register the data. If that doesn't work sometimes going to a previous tab and returning to the Commodity/Accounting tab or exiting the requisition completely will help. If you continue experiencing trouble contact the Purchasing Department.

Step 7: Balancing and Completion

1. Check the fields to verify the information.
2. The status fields should read: **BALANCED**.
3. Take note of the **Requisition Number** or print the page to keep as a reference of the order.
4. Press the **Complete** icon to finish the requisition.
5. Press **In Progress** to save the requisition but not complete it. This will allow the user to return to the requisition to continue working on it.

Oracle Fusion Middleware Forms Services: Open > FPAREQN

File Edit Options Block Item Record Query Tools Help



Requisition Entry: Balancing/Completion FPAREQN 8.6.0.3 (PROD)

Requisition: R0041060
Order Date: 09-FEB-2015 **Transaction Date:** 09-FEB-2015 In Suspense
Delivery Date: 30-JUN-2015 **Comments:** Document Text
Commodity Total: 5.40 **Accounting Total:** 5.40 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

Vendor: C02002382 Office Depot Vendor Hold
COA: C Coast Chart of Accounts **Requestor:** Joanna Perez
Organization: 181001 Purchasing
Currency:
Exchange Rate: **Commodity Record Count:** 1
Input Amount: 5.40 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	5.00	5.00	5.00	BALANCED
Discount Amount:	0.00	0.00	0.00	BALANCED
Additional Amount:	0.00	0.00	0.00	BALANCED
Tax Amount:	0.40	0.40	0.40	BALANCED

Complete:  **In Process:** 

Advanced Requisitioning FPAREQN



Multiple Budget Numbers (FOAPALS)

Multiple budget numbers can be used on a requisition but must be formatted carefully. The manner in which the budgets are entered greatly affects how the system will process the information. Applying budgets to the order as a whole is referred to as Document Level Accounting. Applying budgets to individual lines on an order is referred to as Commodity Level Accounting. Please note that invoice payments will disperse between the budget numbers according to how the FOAPALS were originally established on the order, unless specifically noted to Accounts Payable.

Dividing the Total Dollar Amount Between Multiple Budget Numbers

1. Enter items in the Description field per FPAREQN instructions, Page 8.
2. Go to the FOAPAL block and enter the first budget number.
3. Enter the dollar amount to be assigned to that budget in the Extended field.
4. Repeat with the additional budget numbers using the down arrow or mouse to access additional FOAPAL lines.
5. Once all the FOAPALS are entered, tab through and ensure that the Document Commodity Total is balanced to the Document Accounting Total of the order.
6. Continue to the Balancing/Completion tab. Review and complete the requisition as usual.

Requestor/Delivery Information		Vendor Information		Commodity/Accounting		Balancing/Completion						
Item	1 of 1	U/M	Tax Group	Quantity	Unit Price	Extended:	1,000.00					
		LOT	EXMP	1.00 X	1,000.0000	Discount:	0.00					
Commodity	Description				Additional:		0.00					
	Open Purchase Order for EOPS textbook vouchers				Tax:		0.00					
					Commodity Line Total:		1,000.00					
					Document Commodity Total:		1,000.00					
						<input type="checkbox"/> Commodity Text <input type="checkbox"/> Item Text <input type="checkbox"/> Add Commodity <input checked="" type="checkbox"/> Distribute						
FOAPAL 1 of 2		Remaining Commodity Amount:		0.00		<input type="checkbox"/> NSF Override <input type="checkbox"/> NSF Suspend						
COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:	500.00	
	17		110001	181001	4312	677000				Discount:	0.00	
	C		110001	181001	7501	677000				Additional:	0.00	
										Tax:	0.00	
										FOAPAL Line Total:	500.00	
										Document Accounting Total:	1,000.00	
FOAPAL 2 of 2		Remaining Commodity Amount:		0.00		<input type="checkbox"/> NSF Override <input type="checkbox"/> NSF Suspend				Extended:		500.00
COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Discount:	0.00	
	17		110001	181001	4312	677000				Additional:	0.00	
	C		110001	181001	7501	677000				Tax:	0.00	
										FOAPAL Line Total:	500.00	
										Document Accounting Total:	1,000.00	

Assigning a Specific Budget Number to a Specific Line

1. Uncheck the Document Level Accounting box on of the Requestor/Delivery Information tab. This must be unchecked first before proceeding any further. The system will not allow you to go back and uncheck it.

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (PROD)

Requisition: R0041060
 Order Date: 09-FEB-2016 Transaction Date: 09-FEB-2015 In Suspense
 Delivery Date: 30-JUN-2015 Comments: Document Text
 Commodity Total: 5.40 Accounting Total: 52.90 Document Level Accounting **← Uncheck**

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

2. Enter items in the Description field per FPAREQN instructions, Page 8.
3. On the Commodity/Accounting tab enter in each line and each FOAPAL budget number individually.
4. Continue until all lines and budgets are entered.
5. The Commodity Line Total of each line should match the FOAPAL Line total.
6. Go to the Balancing/Completion tab. Review and complete the requisition as usual.

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item 1 of 2 U/M: PKG Tax Group: CALT Quantity: 1.00 X Unit Price: 50.0000 = Extended: 50.00
 Commodity: Test Tubes (Pack of 100), Item #5678 Description: Essentials of Biology Lab Software, Item #AB654
 Commodity Text Item Text Add Commodity Distribute
 Discount: 0.00 Additional: 0.00 Tax: 4.00 Commodity Line Total: 54.00

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00 NSF Override NSF Suspense Extended: 50.00
 Discount: 0.00 Additional: 0.00 Tax: 4.00
 COA Year: C Index: 17 Fund: 110001 Orgn: 181001 Acct: 4312 Prog: 677000
 FOAPAL Line Total: 64.00
 Commodity Accounting Total: 54.00

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item 2 of 2 U/M: LOT Tax Group: CALT Quantity: 50.00 X Unit Price: 5.0000 = Extended: 250.00
 Commodity: Test Tubes (Pack of 100), Item #5678 Description: Essentials of Biology Lab Software, Item #AB654
 Commodity Text Item Text Add Commodity Distribute
 Discount: 0.00 Additional: 0.00 Tax: 20.00 Commodity Line Total: 270.00

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00 NSF Override NSF Suspense Extended: 250.00
 Discount: 0.00 Additional: 0.00 Tax: 20.00
 COA Year: C Index: 17 Fund: 124001 Orgn: 181001 Acct: 5699 Prog: 677000
 FOAPAL Line Total: 270.00
 Commodity Accounting Total: 270.00

Using Percentages to Divide the Total Dollar Amount Between Budget Numbers

1. The extended amount can be expressed as a percentage rather than a specified dollar amount.
2. To divide an order between multiple budget numbers using percentages, click on the **Extended** check box located in the FOAPAL block.
3. **Enter the desired percentage for each budget number in the corresponding USD fields.** For example to divide the order amount 50/50 between two budgets, enter the first budget number, check the Extended box, enter 50 (for 50%) in the USD field. Repeat with the second budget number.

FOAPAL		2 of 2		Remaining Commodity Amount:		0.00		<input type="checkbox"/> NSF Override		%		USD	
								<input type="checkbox"/> NSF Suspense		Extended: <input checked="" type="checkbox"/>		50	
										Discount: <input type="checkbox"/>		0.00	
										Additional: <input type="checkbox"/>		0.00	
										Tax: <input type="checkbox"/>		0.20	
										FOAPAL Line Total:		2.70	
										Document Accounting Total:		5.40	
COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj					
C	15	110001	181001	4312	877000								
C	15	110001	181001	5899	877000								

Tips

- **Sales Tax:** When entering multiple budgets for taxable items, be sure to enter the pre-tax amount in the Extended Field of the FOAPAL line. The system will automatically calculate the tax. This mainly applies when using multiple budget numbers for the whole order amount (Document Level Accounting), due to the dollar amount being entered manually for each FOAPAL.
- **Use discretion when entering multiple budget numbers.** Some methods work better for certain types of orders. For example, assigning specific budgets to specific lines using Commodity Level Accounting will work best with receivable, Line Item orders. Applying multiple budgets to the total amount using Document Level Accounting will work best for non-receivable orders, such as Open Purchase Orders or services. The general guideline is to consider the convenience and workability of using multiple budget numbers. If it's more difficult to use multiple budget numbers on a single order, it would be better to create separate requisitions with a single budget number. (For more information about order types, see [Requisition Formatting, Page 21](#)).

Free Items

Line items cannot have zero totals. To enter free items or services, add the product's description to the Item Text of the last line of the requisition. If it is a buy-one-get-one free product, place the description of the free product in the corresponding Item Text. For example: Line Item #5 Buy 2 socks get 1 free. The actual quantity of the line item will be for the 2 socks that are being purchased. The free item will go in the Item Text for Line Item #5. The general guideline is to put the description of the free item where it will make the most sense.

Comments Field

The **Comments** field is accessible on the Requestor/Delivery Information tab. It does not print on the purchase order and is useful for notes directly to the Purchasing Department (please fax, please rush, etc).

Requisition Entry: Requestor/Delivery Information FPAREQN 8.6.0.3 (TEST0930)

Requisition:	R0049249	Transaction Date:	20-OCT-2016	<input checked="" type="checkbox"/> In Suspense
Order Date:	20-OCT-2016	Comments:		<input type="checkbox"/> Document Text
Delivery Date:	16-NOV-2016	Accounting Total:	54.00	<input type="checkbox"/> Document Level Accounting
Commodity Total:	54.00			

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

Non-taxable Items (EXMP) vs. Taxable (CALT) Items

- **Taxable:** All tangible or receivable items, supplies, equipment, hardware, software, etc.
- **Non-taxable:** Services, freight (vendors may tax freight when using their own trucks or when charging handling), periodical journals, subscriptions, memberships, non-tangible/non-receivable orders, and digital downloads.

Delete a Line Item or FOAPAL

- **To remove an unneeded item or FOAPAL** select the item to be removed. Go to the menu and select Record, then click Remove (or press Shift + F6 on the keyboard or the Record Remove icon on the toolbar).

Delete an Incomplete Requisition

If a requisition is in process but has not been completed, it can be removed from the system while in FPAREQN.

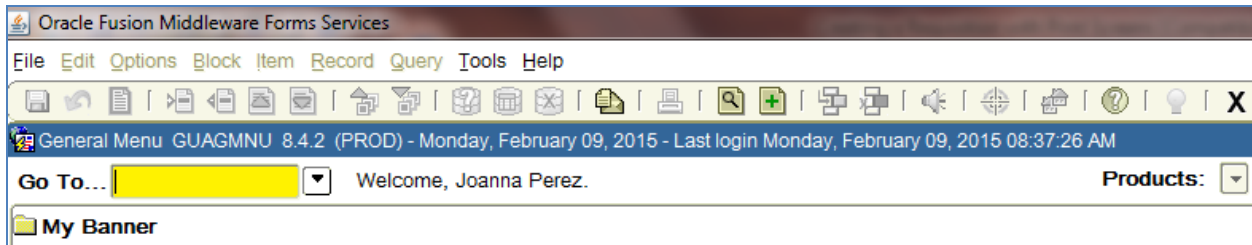
- **From the Requestor/Delivery Information tab**, go to the menu and select Record, then click Remove. You must select Record then Remove twice to remove the requisition from the system. An alert notification will appear stating “All Commodity and Account Records will be Deleted”. Select “OK”. The screen will return to FPAREQN with a message on the bottom left of the screen stating that the deletion of the requisition is completed.

Copy a Requisition FPAREQN

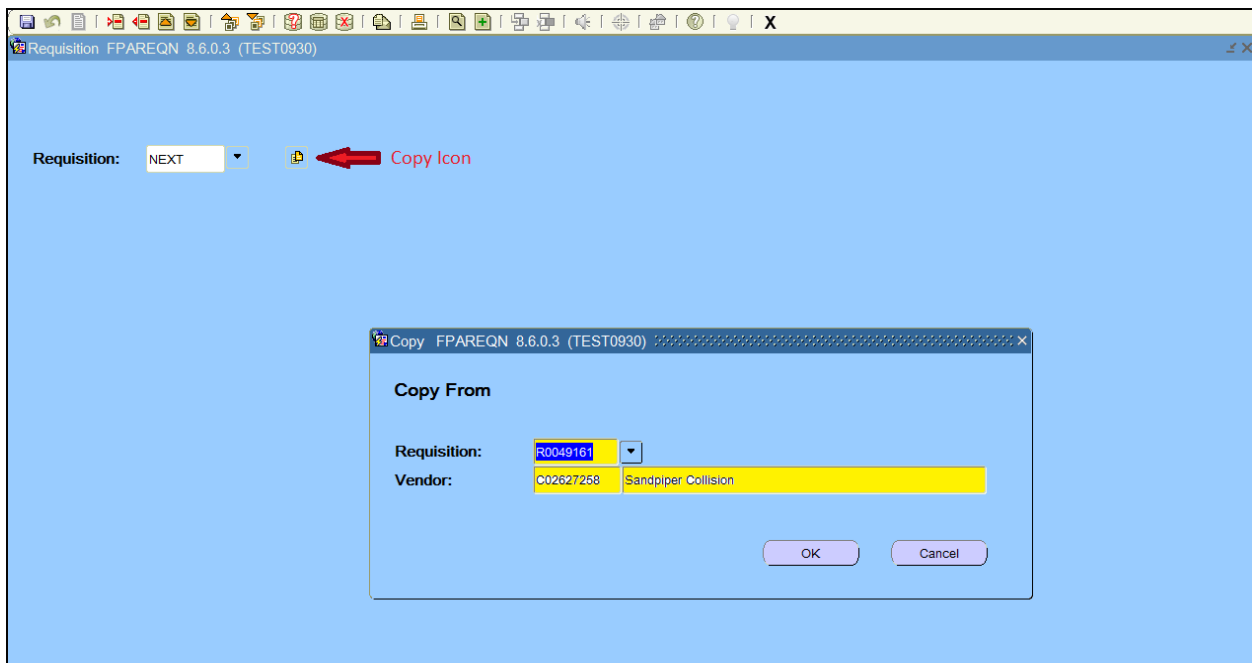


The Copy Icon in FPAREQN is used to copy the information of a previous requisition to create a new requisition. This is useful for entering orders that are used from fiscal year to fiscal year or orders that contain similar information (vendor, description, order formatting, etc).

1. Enter FPAREQN in the Go To field of the main menu.



2. Once in FPAREQN, click the **Copy icon** located to the right of the Requisition field.
3. This will open a small pop-up window call **Copy FPAREQN**.
4. **Enter the requisition number of the order to copy from** in the Requisition field.
5. Hit **Tab** on the keyboard for the Vendor field to populate.
6. Verify that the vendor information and requisition information is accurate.
7. **Click OK to create a new requisition** from the copied requisition.
8. Be sure to update the dates or any other necessary information.
9. **Complete Requisition** per Creating a Requisition FPAREQN, Pages 8-15.



Requisition Formatting



Requisitions come in two basic types: Receivable orders (any tangible item being ordered) and Non-Receivable orders (open purchase orders, services, etc.). It is important to format the requisition correctly. Proper formatting helps the Purchasing Department determine how to best process the order. Certain types of orders require standard wording. Templates called Clauses are available to assist with formatting the requisition. For basic instructions on creating a requisition, see Creating a Requisition FPAREQN, Page 8

Commonly Used Terms

- **Clause:** A template used to insert required wording for certain types of orders.
- **Commodity:** The item or service being ordered.
- **Line:** The field where the item or service being ordered is listed (aka Description field).
- **Non-Receivable Order:** Any order that does not require receiving: Intangible services (repairs, maintenance, etc), open purchase orders, subscriptions, POs with Invoice, etc.
- **Purchase Order (PO):** The final authorized order submitted to the vendor by the Purchasing Department, created from a requisition.
- **Purchasing Department:** The employees who process and maintain all purchase orders.
- **Receivable Line Item Orders:** Any order that has physical items to be received.
- **Requestor:** An employee who generates a requisition.
- **Requisition:** An electronic request submitted to approve an order.
- **Vendor:** The company/individual providing the requested goods/services.

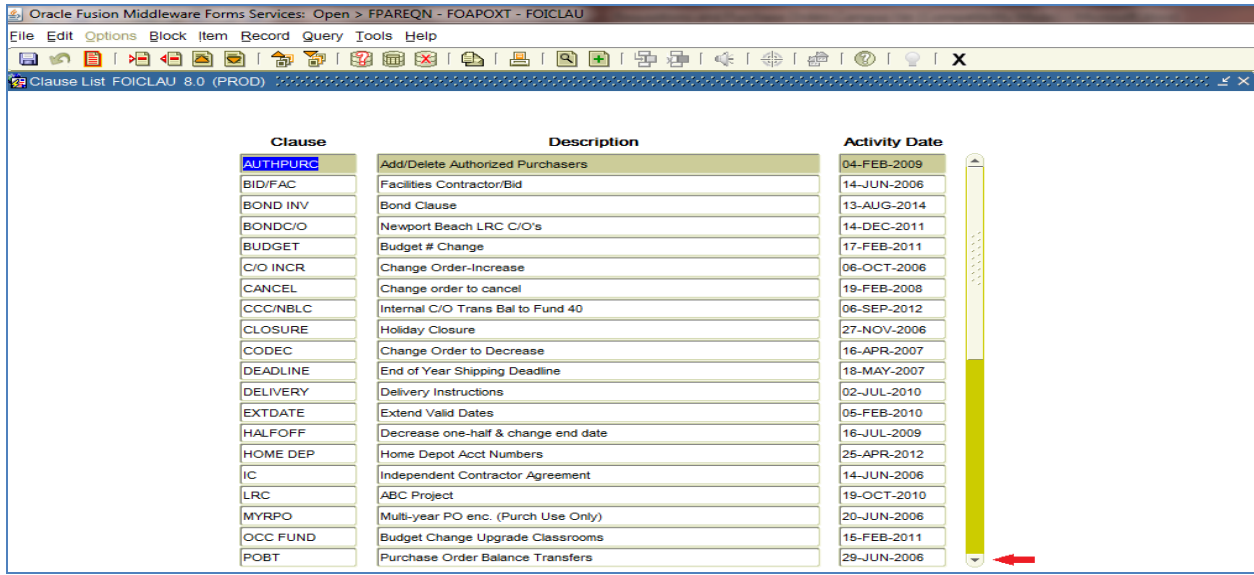
Inserting a Clause

The majority of Clauses will be inserted into Item Text to print beneath the commodity line. However, Clauses can be accessed in either Item Text or Document Text. Use the following steps to select and insert a Clause:

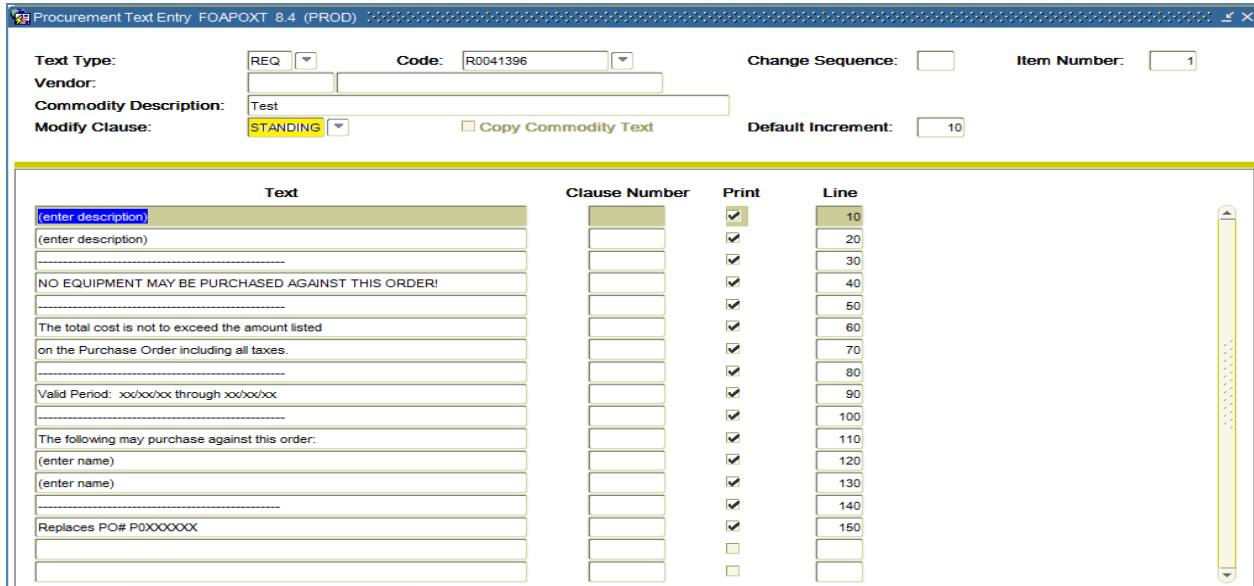
1. From Item Text or Document Text select the **Modify Clause** field.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for 'Procurement Text Entry FOAPOXT 8.4 (PROD)'. The 'Modify Clause' field is highlighted in yellow, and a red arrow points to it. Other fields visible include 'Text Type' (REQ), 'Code' (R0041396), 'Change Sequence', 'Item Number', 'Vendor', 'Commodity Description', 'Copy Commodity Text', and 'Default Increment' (10). A 'Search' button is located below the 'Modify Clause' field.

- Type in the Clause name. If the Clause name is unknown, use the Modify Clause field drop down arrow to open a new screen called **Clause List FOICLAU**. This will provide a menu of available clauses. Use the scroll bar to access additional options.



- Select a Clause by double clicking on the clause name. This will return the user to the Procurement Text Entry screen of the Item Text or Document Text.
- Insert the Clause** by selecting Record then Insert from the menu, or by pressing F6. It is important to do this first before attempting to edit the Text field. If the clause is not inserted it will not appear in the Text field.



- Edit the Clause as needed. Highlight and delete any dashes used as space holders. Remove any unused description prompts by Selecting Record then Remove on the menu.
- Save** using the Save icon on the menu or by pressing F10. Hit X to return to FPAREQN.

Receivable Orders

Regular Line Item Orders: All orders with physical items to be received.

1. Follow the steps previously outlined in section Creating a Requisition, Page 8.
2. Enter the item description in the following format: General Description, Detailed Information (brand, size, etc), Part/Item/Catalog Number. (Example: Stapler, Swingline, Black, Catalog#1234.)
3. No Clause is necessary. Simply enter item description on a line-by-line basis in the **Description** field.
4. Press the Down arrow on the keyboard to access more lines.
5. Complete requisition as usual.

Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (TEST0930)

Requisition: R0049250
 Order Date: 21-OCT-2016
 Delivery Date: 30-JUN-2017
 Commodity Total: 139.32

Transaction Date: 21-OCT-2016
 Comments:
 Accounting Total: 139.32

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Extended
1 of 3	EA	CALT	1.00 X	26.0000	26.00
Commodity					Discount: 0.00
Description					Additional: 0.00
Memo Board, Acme, 12" x 14", Item #AB567					Tax: 2.08
Stapler, Swingline, Black, Item #1234					Commodity Line Total: 28.08
Pens, Bic, Red, 0.7mm, Item #6321					Document Commodity Total: 139.32

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00 NSF Override % USD

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended
C	17	110001	181001	4312	677000				129.00
									Discount: 0.00
									Additional: 0.00
									Tax: 10.32
FOAPAL Line Total:									139.32
Document Accounting Total:									139.32

Will Call Purchase Orders: Line item orders that will be picked up in the store by the requestor rather than being shipped out by the vendor.

1. Follow the steps used to create a Regular Line Item order.
2. In **Document Text** use the **WILLCALL** Clause. Fill out the required prompts. **Save** and click X to return to FPAREQN
3. Complete requisition as usual.

Capitalized Equipment: Capitalized Equipment is also known as Fixed Assets. They are items exceeding \$5,000/each and use the Account Code "6401" and "6402". These items must be inventoried and labeled with an asset tag. Please do not mix Capitalized Equipment Account Codes with non-Capitalized Equipment (for example supplies "4312" or services "5899"). Banner will issue a warning message if attempted. Create a secondary requisition for supplies or services associated with the Capitalized Equipment item(s) if needed.

Non-Receiveable Orders

Open Purchase Orders: Open Purchase Orders are used to establish a set spending limit with a vendor for repetitive and routine purchases such as office supplies, classroom materials, repairs, etc. They authorize approved purchasers to buy items or services on an “as-needed” basis. After an Open Purchase Order has been sent to the vendor by the Purchasing Department, the requestor may use it to place orders with the vendor via phone, fax, email, in-store, or with an online account (when applicable). Please be sure to reference the purchase order number when placing orders. An Open Purchase Order may be used repeatedly until it expires or the funds are expended. They can be valid up through the end of the fiscal year.

Equipment (individual items over \$1,000) can NOT be purchased with an Open Purchase Order. Open Purchase Orders can NOT exceed the state bid limit.

Format Open Purchase Orders in FPAREQN as follows:

1. The **Delivery Date** should reflect the last valid date of the purchase order.
2. The **Commodity Description** should begin with “**Open Purchase Order for**” followed by a general description of what will be bought on the purchase order.
3. Enter the line information as follows:
 - Unit of Measure (U/M): LOT
 - Tax Group: EXMP
 - Quantity: 1
 - Unit Price: The whole amount of the purchase order.

The screenshot displays the 'Requisition Entry: Commodity/Accounting' window in FPAREQN 8.6.0.3 (TEST0930). The form is filled with the following data:

- Requisition:** R0049261
- Order Date:** 21-OCT-2016
- Transaction Date:** 21-OCT-2016
- Delivery Date:** 30-JUN-2017
- Commodity Total:** 500.00
- Accounting Total:** 0.00
- Options:** In Suspense, Document Text, Document Level Accounting

The 'Commodity/Accounting' tab is active, showing a table with the following details:

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	LOT	EXMP	1.00 X	500.0000	500.00	0.00	0.00	0.00	500.00	500.00
Commodity		Description								

Additional options for the commodity line include: Commodity Text, Item Text, Add Commodity, and Distribute.

4. In **Item Text** select the **STANDING Clause** from the Modify Clause drop down menu.

Procurement Text Entry FOAPOXT 8.4 (TEST0930)

Text Type: REQ Code: R0049251 Change Sequence: Item Number:

Vendor:

Commodity Description:

Modify Clause: **STANDING** Copy Commodity Text Default Increment: 10

5. **Insert the Clause.** Fill in the description and other prompts.

6. Highlight and delete any dashes used as space holders.

7. Remove any unused description prompts by selecting Record then Remove from the menu or by pressing Shift+F6 on the keyboard.

Procurement Text Entry FOAPOXT 8.4 (TEST0930)

Text Type: REQ Code: R0049251 Change Sequence: Item Number:

Vendor:

Commodity Description:

Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
(enter description)		<input checked="" type="checkbox"/>	10
(enter description)		<input checked="" type="checkbox"/>	20
.....		<input checked="" type="checkbox"/>	30
NO EQUIPMENT MAY BE PURCHASED AGAINST THIS ORDER!		<input checked="" type="checkbox"/>	40
.....		<input checked="" type="checkbox"/>	50
The total cost is not to exceed the amount listed		<input checked="" type="checkbox"/>	60
on the Purchase Order including all taxes.		<input checked="" type="checkbox"/>	70
.....		<input checked="" type="checkbox"/>	80
Valid Period: xx/xx/xx through xx/xx/xx		<input checked="" type="checkbox"/>	90
.....		<input checked="" type="checkbox"/>	100
The following may purchase against this order:		<input checked="" type="checkbox"/>	110
(enter name)		<input checked="" type="checkbox"/>	120
(enter name)		<input checked="" type="checkbox"/>	130
.....		<input checked="" type="checkbox"/>	140
Replaces PO# P0XXXXXX		<input checked="" type="checkbox"/>	150
		<input type="checkbox"/>	
		<input type="checkbox"/>	

8. **Save** and click **X** to return to FPAREQN.

9. Complete requisition as usual.

POs with Invoice: Purchase Orders with Invoice are typically subscriptions, renewals, and memberships. They require payment to be sent with the order request. Please note that these can also be paid via Direct Pay if preferred.

Supporting documents such as the invoice or renewal form must be sent as an attachment to the order before it can be processed. GWC, CCC, and OCC employees must forward all invoices/attachments pertaining to that order to the Fiscal Services Department. District site employees must forward invoices/attachments directly to the Purchasing Department. The invoice will be paid immediately after the purchase order has been processed.

Format POs with Invoice in FPAREQN as follows:

1. Set **Delivery Date** approximately one month or more ahead of the date the requisition is created. This will allow time for the order to be processed and paid.
2. Enter “**PO with Invoice** (include invoice number if applicable) **Dated xx/xx/xx**” in the **Description** field of the first line.
10. Enter the line information as follows:
 - Unit of Measure (U/M): LOT
 - Tax Group: EXMP in non-taxable or CALT if taxable
 - Quantity: 1
 - Unit Price: The whole amount of the purchase order for non-taxable purchases. If the invoice includes Sales Tax, be sure to enter the subtotal of the invoice in the Unit Price field and change the tax group to CALT. The tax needs to be shown on the order for auditing purposes.

3. No Clause is needed. Enter a short summary of what is being purchased in **Item Text**.
4. Complete requisition as usual.

Prepaid Purchase Orders: A Prepaid Purchase Order is used when a vendor will not accept purchase orders. They require payment before providing goods or services and must be authorized by the Director of Purchasing before being processed. As a public entity, the District typically requires Net 30 payment terms. Prepaid orders are to be used **ONLY** when a desired product or services **cannot** be attained from a vendor who will accept purchase orders.

Prepaid Purchase Orders require an **invoice or a pro-forma invoice** to be sent as an attachment to the order before it can be processed. GWC, CCC, and OCC employees must forward all invoices/attachments pertaining to that order to the Fiscal Services Department. District site employees must forward invoices/attachments directly to the Purchasing Department. The invoice will be paid immediately after the purchase order has been processed.

Format Prepaid Purchase Orders in FPAREQN as follows:

1. Set **Delivery Date** approximately one month or more ahead of the date the requisition is created. This will allow time for the order to be processed and paid.
2. In the **Comments** field, type in “Prepaid PO” to alert the Purchasing Department to expect an invoice attachment.
3. Enter the **Commodity Description** field as “**Prepay PO**” or “**Prepaid Purchase Order**”.
4. No Clause is needed. Enter a short summary of what is being purchased in **Item Text**
5. Complete requisition as usual.

Credit Card Purchases: The District credit card is in the exclusive control of the Purchasing Department. It may be used for purchases that cannot be paid for with a PO, such as web domain names or other online purchases. It may also be used for special, one-time use purchases that require a credit card for payment, such as unique educational materials.

To request a credit card purchase, please contact the Purchasing Department for approval. If Purchasing authorizes the order, create a requisition in Banner to acquire the necessary departmental and campus approvals. Forward any supporting documentation to Purchasing and Fiscal Services.

Format Credit Card orders in FPAREQN as follows:

1. Set **Delivery Date** approximately 3 weeks from the date of entry.
2. In the **Comments** field, type in “Credit Card Purchase”.
3. **Leave the Vendor Information tab blank.**
4. Complete requisition as usual.

Once the requisition has been approved Purchasing will review the order and place it with the vendor using the District credit card. Please notify Purchasing if a department login is needed for web-based purchases so we may coordinate with you. Once the order has been placed the requisition will be cancelled, as a purchase order is not needed.

Service Maintenance Agreements: Service Maintenance Agreements or SMA's are contracts which outline specific terms of service for a piece of equipment, software, or other items that may require routine service/maintenance.

1. The **Delivery Date** should reflect the last valid date of the purchase order.
2. There should only be one line used for the **Commodity Description**. It should read: "**Service Maintenance Agreement for**".
3. Enter the line information as follows:
 - Unit of Measure (U/M): LOT
 - Tax Group: EXMP
 - Quantity: 1
 - Unit Price: The whole amount of the purchase order.
4. In **Item Text** select the **SMA Clause** from the Modify Clause drop down menu.
5. **Insert the Clause.** Fill in the description and other blank fields. Delete any dashes or prompts not being used. **Save** and exit.
6. Complete requisition as usual.

Multi-year Orders: Multi-year orders are orders that will span several fiscal years due to the term of a contract. Common Multi-year orders are lease agreements for equipment (such as copiers), leased land/property, and some service maintenance agreements. Once a purchase order is assigned to a Multi-year, the purchase order will remain in effect until the end of the contract term. The requisition should only encumber funds for the first year of service. Purchasing will increase the funds annually on the requestor's behalf, per the terms of the contract.

1. The **Delivery Date** should reflect the last valid period of the contract.
2. Use general wording to describe the order in detail. The SMA Clause may be use when appropriate. **In the body of the requisition, please breakdown the amount to be encumbered for each fiscal year.** For example:
03/01/16 – 06/30/17 (4 mo.) \$1200.
07/01/17 – 06/30/18 (12 mo.) \$3600
07/01/18 – 06/30/19 (12 mo.) \$3600
3. Enter the line information as follows:
 - Unit of Measure (U/M): LOT
 - Tax Group: EXMP
 - Quantity: 1
 - **Unit Price: The whole amount of the first year's encumbrance.**
4. Complete the requisition as usual.

All Other Non-tangible Goods and Services: Rented equipment, catering, one-time repairs or services, electronic downloads, software licenses, etc will not need to use a clause. Instead use general wording to describe in detail the product or service being provided including valid dates, serial numbers, account numbers or any other pertinent information associated with that order. Send any supporting documentation (see Requisition Chart Page 32) associated with the requisition to the proper departments: GWC, CCC, and OCC to the Fiscal Services Department. District Site send supporting documents directly to the Purchasing Department.

Independent Contractors



An Independent Contractor is not an employee and is not under the control of the District. In general, an Independent Contractor is an individual with a specific skill or technical knowledge hired by means of a written agreement to do a particular job for a designated period of time.

A fully signed agreement is required before Purchasing can process an Independent Contractor purchase order. An Independent Contractor Agreement may be valid for a term of one fiscal year. Full instructions and guidelines for Independent Contractors as well as PDF versions of the agreements can be found on the Coast Navigator Risk Services website under Independent Contractors and Professional Experts:

<https://navigator.cccd.edu/district/fas/rs/Pages/Independent%20Contractor%20and%20Professional%20Experts.aspx>

Independent Contractor Agreement policies may change. Please review the Contract Submission and Review Procedure Form section of the Coast Navigator Risk Services website prior to submitting an Independent Contractor Agreement:

<https://navigator.cccd.edu/district/fas/rs/Pages/CCCD%20Standard%20Contracts%20and%20Agreements.aspx>

Agreement Submission Process

1. Create and submit a Board Agenda Item.
2. Fill out and print 4 copies of the **Independent Contractor (IC) Agreement** found on the Coast Navigator website.
3. Have all four copies **signed by the vendor**.
4. Submit the 4 vendor-signed IC Agreements, a copy of the Board Agenda Item and the Independent Contractor Checklist to the Risk Services Department.
5. If requesting signature in advance of the Board Date, submit a Contracts Administrative Approval Request Form with the contracts (only valid on IC Agreements under \$87,800).
6. Risk Services will review the content then submit the agreements for signature.
7. Risk Services will return the fully signed agreements to the submitter.
8. Once the submitter has received the fully signed agreements they may enter the requisition. The submitter may keep one original agreement for their files.
9. Forward two original agreements to the Fiscal Services Department referencing the Requisition Number. District employees forward two original agreements directly to Purchasing. One original is for Purchasing and the other will be sent to the Contractor.

Formatting the Requisition

1. Set **Delivery Date** to the last valid date of the IC Agreement.
2. Enter the name of the contractor in the **Description** field of the first line.
3. In **Item Text** select the **IC Clause** in the Modify Clause field.
4. **Insert the Clause.** Fill in the description and other blank fields. Delete any dashes or prompts not being used. **Save** and exit.
5. Complete requisition as usual.

Public Works Projects



Public Works projects are defined as construction, alteration, demolition, installation, installation of modular furniture, or repair work done under contract and paid in whole or in part out of public funds. It can include pre-construction and post-construction activities related to a Public Works Project (i.e. Geotechnical/Materials Testing, Asbestos Abatement, Site Clean-up, etc).

Public Works Projects exceeding \$1,000.00 are subject to Prevailing Wage rates per CA Labor Code [1771](#). (Except DSA Inspections). Contractors/Vendors performing Public Works Projects exceeding \$1,000.00 must be registered with the Department of Industrial Relations (DIR) per California [SB854](#). Contractor/Vendor Registration must be renewed on July 1st of every fiscal year. For a full definition of public works refer to [Labor Code section 1720](#).

Requestor Guidelines

- **Requestors submitting requisitions for Public Works Projects exceeding \$1,000.00 must verify that the vendor is registered with the DIR prior to submitting their orders. Use the DIR's Public Works Contractor Registration Search to verify registration status: <https://efiling.dir.ca.gov/PWCR/Search>**
- **Requestors must also ensure Prevailing Wage is referenced on the Proposal/Quote/Estimate, when applicable.**
- **This includes Open Purchase Orders for Public Works over \$1,000.**

Formatting Public Works Requisitions

1. Create a requisition in **FPAREQN** (see [Creating a Requisition](#), Page 8 for full instructions).
2. Most Public works are one-time repairs or installations. Use non-receivable general wording to describe the work in the **Description field and Item Text**.

The screenshot displays the 'Requisition Entry: Commodity/Accounting' window for FPAREQN 8.6.0.3 (TEST0930). The requisition number is R0049252. The order date is 24-OCT-2016 and the delivery date is 30-JUN-2017. The commodity total is 2,536.00 and the accounting total is also 2,536.00. The requisition is marked as 'In Suspense' and 'Document Level Accounting' is checked. The 'Commodity/Accounting' tab is active, showing a table with one item: 'Repair to HVAC units in MBCC Building'. The item has a quantity of 1.00 and a unit price of 2,536.0000. The extended amount is 2,536.00. The 'Item Text' and 'Distribute' checkboxes are checked. The 'Commodity Line Total' is 2,536.00 and the 'Document Commodity Total' is also 2,536.00.

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total	Document Commodity Total
1 of 1	LOT	EXMP	1.00	2,536.0000	2,536.00	0.00	0.00	0.00	2,536.00	2,536.00

3. Once the description is complete in **Item Text**, insert the **PWORKS Public Works Clause** to the bottom of the Description.
4. **Fill out the DIR Registration # and the CSLB (Contractor License) #**. Leave the DIR Project ID prompt blank. This will be filled out by Purchasing.
5. **Save** and hit **X** to exit the Clause and return to FPAREQN.

Procurement Text Entry FOAPOXT 8.4 (TEST0930)

Text Type: REQ Code: R0049252 Change Sequence: Item Number: 1

Vendor: C02542138 Enviser

Commodity Description: Repair to HVAC units in MBCC Building

Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
		<input checked="" type="checkbox"/>	150
Scope of Work:		<input checked="" type="checkbox"/>	160
Clean vents and repair fan in unit.		<input checked="" type="checkbox"/>	170
		<input checked="" type="checkbox"/>	180
Total Amount: \$2,536.00 (includes prevailing wage)		<input checked="" type="checkbox"/>	190
		<input checked="" type="checkbox"/>	270
DIR Registration #:xxxxxxxxx CSLB #: xxxxxxxx		<input checked="" type="checkbox"/>	280
DIR Project ID #: (to be filled out by Purchasing)		<input checked="" type="checkbox"/>	290
		<input checked="" type="checkbox"/>	300
All workers on public works projects exceeding one thousand dollars (\$1,000) must be paid not less than the general prevailing rate of per diem wages for work of similar character in the locality in which the public work is performed.		<input checked="" type="checkbox"/>	310
		<input checked="" type="checkbox"/>	320
		<input checked="" type="checkbox"/>	330
		<input checked="" type="checkbox"/>	340
		<input checked="" type="checkbox"/>	350
(Labor Code 1771)		<input checked="" type="checkbox"/>	360
		<input type="checkbox"/>	
		<input type="checkbox"/>	

6. If the labor is a part of a receivable line item order, add the labor as its own line. Add the Public Works Clause to the last line of the order. Fill out the Clause per step 3. Save and click **X** to exit and return to FPAREQN.
7. **Complete requisition as usual.**

Requisition Chart Supporting Documents



Please use the chart below as a quick reference for Supporting Document requirements associated with specific commodities. Campuses must submit all Supporting Documents to the Fiscal Services Department. District employees must submit all supporting Documents directly to the Purchasing Department.

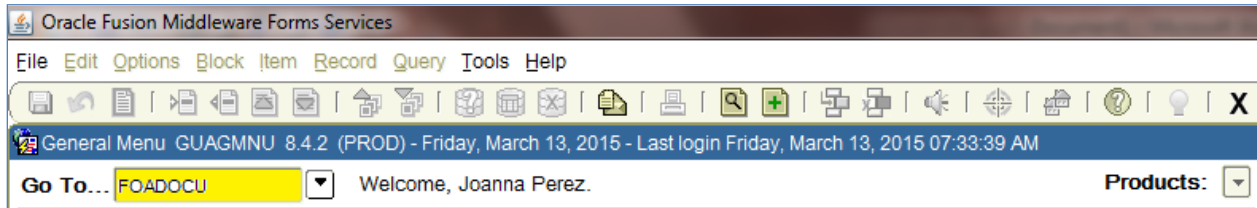
REQUISITION PURPOSE	Clause Y/N	Clause/Description	Supporting Documents
Catering	N	General	Board Agenda Item
Equipment	N	General	Quote
Independent Contractor	Y	IC	IC Agreement
Leased Equipment	N	General	Lease Agreement
Leased Property	N	General	Lease Agreement
Memberships	N	General	Renewal Notice or Invoice
Open PO (Not One-time Purchases)	Y	STANDING	No Supporting Documents Required
Other Non-Receiveable (One-time)	N	General	Quote (if available)
PO With Invoice	N	General	Invoice or Renewal Notice
Prepay PO	N	General	Invoice or Pro-forma Invoice
Public Works	Y	PWORKS/General	Quote with Prevailing Wage Noted
Regular Items to be Received	N	General	Quote (if available)
Repairs (One-time)	N	General	Quote (if available)
Service Maintenance Agreement	Y	SMA	SMA Agreement or Renewal Notice
Services (One-time)	N	General	Quote (if available)
Software - (Tangible Items)	N	General	Quote (if available)
Software - Electronic Download	N	General	Quote (if available)
Software License	N	General	License Agreement
Subscriptions	N	General	Order Form (if available) or Renewal Notice
Supplies	N	General	Quote (if available)
Tickets	N	General	If Prepayment required-see Prepay PO
Will Call	Y	WILLCALL	Quote (if available)

Denying a Requisition FOADOCU

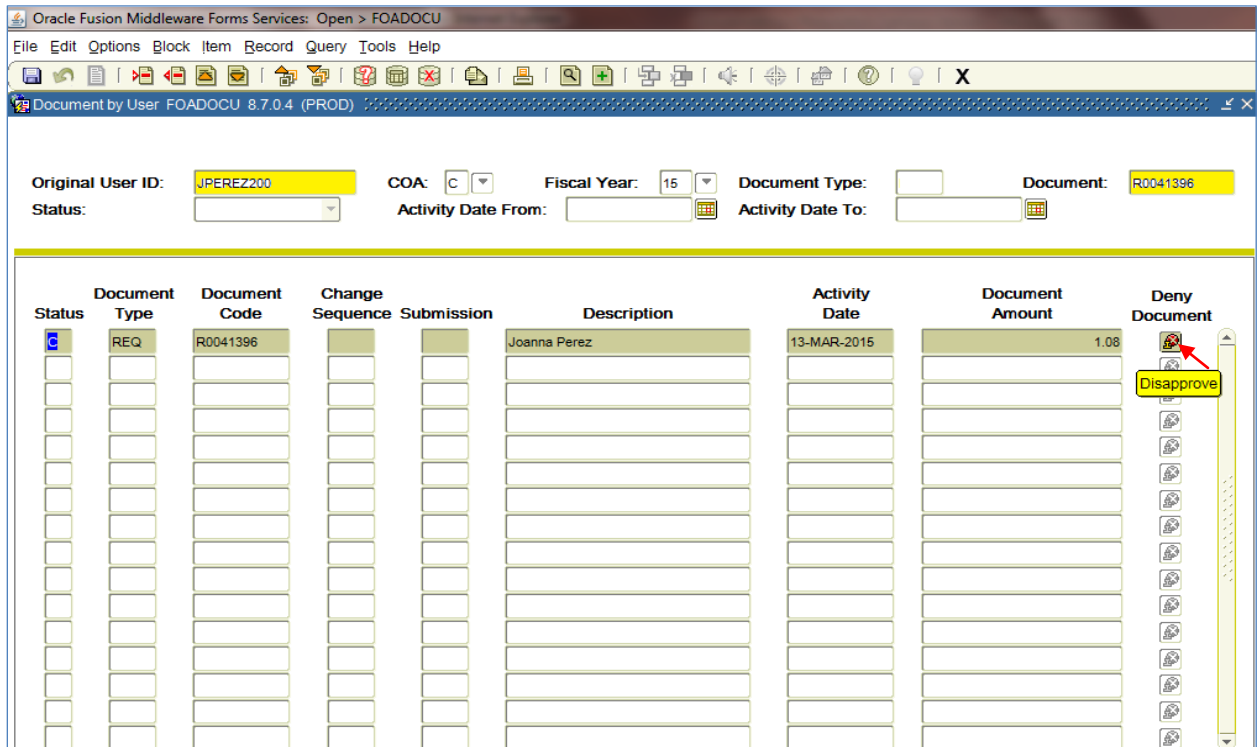


If a requestor would like to un-submit a requisition that has been completed but not approved, they may use FOADOCU to deny a requisition. This will return the requisition to an incomplete status allowing the requestor to edit the document in FPAREQN.

- 1. Enter **FOADOCU** in the Go To field of the General Menu.



- 2. The **Original User ID** field will automatically populate with the requestor’s login name.
- 3. Enter the requisition number into the **Document** field.
- 4. **Next Block** or press CTRL + PGDN to access the requisition.
- 5. Click on the **Deny Document** icon to disapprove the requisition. A notification will appear on the bottom left portion of the screen stating that the requisition has been denied. This will return the requisition to an incomplete status. It may now be edited in FPAREQN.

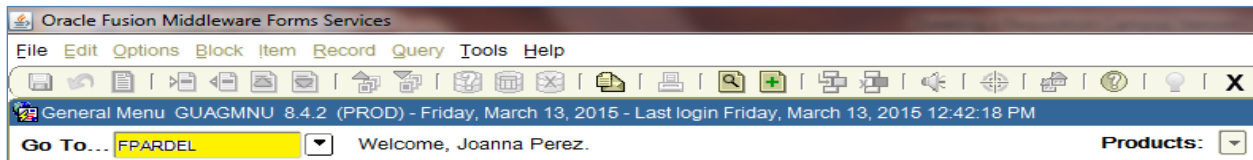


Canceling a Requisition FPARDEL

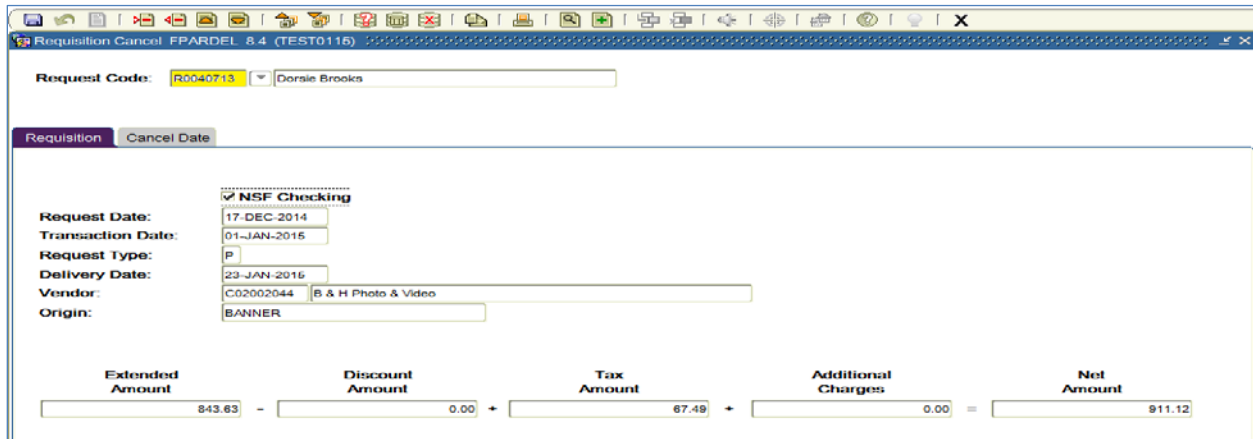


A requisition can be cancelled after it has been completed and approved by using FPARDEL Requisition Cancel. A cancelled requisition will no longer be viable in the system. A requisition cannot be cancelled if a purchase order number has been assigned to it. The Purchasing department can also cancel requisitions on the behalf of the requestor.

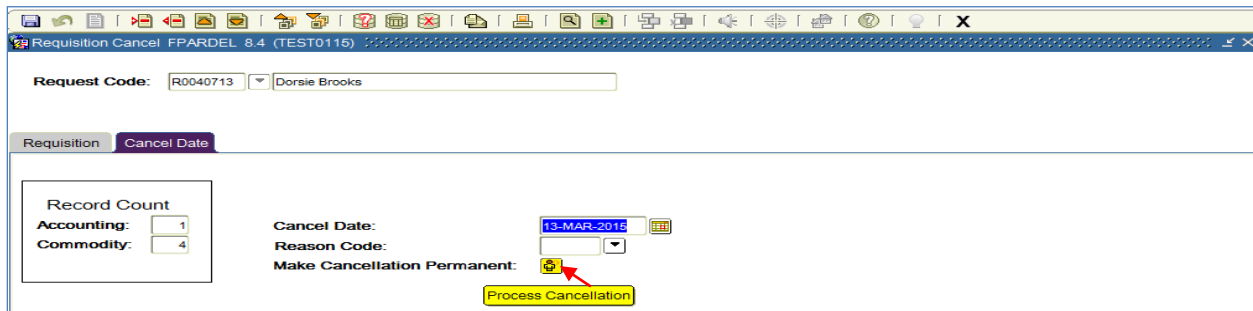
1. Enter **FPARDEL** in the Go To field of the General Menu.



2. Enter the requisition number in the **Request Code** field.
3. **Next Block** or CTRL + PGDN to access the requisition.
4. Review the information fields to verify the requisition being cancelled.



5. Use the mouse or Next Block to go to the **Cancel Date** tab.
6. Click on the **Make Cancellation Permanent** Icon to cancel the requisition.



Banner Queries

How to Perform Searches



Query screens allow the user to search for specific data within the Banner system. There are a variety of query screens available, each of which provide a specific function.

Common Queries

- **FTIIDEN** - Entity Name/ID Search (vendor number)
- ~~**FTMVEND** - Vendor Information~~
- **FPIREQN** - Requisition Query
- **FPIPURR**- Purchase Order Query.
- **FGIENC**D- Detail Encumbrance Activity
- **FOAAINP**- Document Approval
- **FPIOPOF** – Open Purchase Order by FOAPAL
- **FPIOPOV**- Purchase Order Query by Vendor

General Rules to Perform a Search

- To navigate query screens click on the desired field. In most cases this will automatically put the field into query mode. If it does not, click on the **Enter Query** icon on the toolbar or press **F7** on the keyboard to put the system into query mode. Be aware that most searches are case sensitive.
- In searchable fields use the **%** sign to set the parameters of the search (Example: %Home Depot%). Click on the **Execute Query** icon on the toolbar or press **F8** on the keyboard to perform the search.

The screenshot shows the FTIIDEN query screen. The title bar reads "Entity Name/ID Search FTIIDEN 8.4 (PROD)". The toolbar includes an "Execute Query" icon. Below the toolbar, there are several checkboxes for search filters: Vendors (checked), Grant Personnel, Financial Managers, Agencies, Terminated Vendors, Proposal Personnel, and Terminated Financial Managers. Below these is a table with columns: ID, Last Name, First Name, Middle Name, Entity Ind, Change Ind, V, F, A, G, P, and Type. The "Last Name" field contains the text "%Home Depot%" and is highlighted in yellow.

- In non-searchable fields the percent sign does not need to be used. Simply enter in the required data and use the Next Block icon on the toolbar or press CTRL + PGDN on the keyboard. (Example: In FPIPURR simply enter the purchase order number in the Purchase Order field and Next Block to access the information).

The screenshot shows the FPIPURR query screen. The title bar reads "Purchase/Blanket/Change Order Query FPIPURR 8.5 (PROD)". The toolbar includes a "Next Block" icon. Below the toolbar, there are three input fields: "Purchase Order:" with a dropdown menu showing "P0323184", "Blanket Order:" with an empty dropdown menu, and "Change Sequence Number:" with an empty text box.

Specific Queries

FTIIDEN Entity Name/ID Search: This query is used to search for Vendor ID numbers. Vendor ID numbers identify all suppliers that have been setup in the Banner system. Several ID numbers may appear for a single vendor. Select the vendor number that begins with “C” (Example: C02002382).

1. Enter FTIIDEN in the Go To field of the General Menu.
2. Click on the **Last Name** field to enter search parameters.
3. Use the % sign to set the parameters of the search (Ex: %Home Depot%)
4. Click the **Execute Query** icon on the toolbar or press **F8** on the keyboard to perform the search.
5. The Vendor ID Number will populate in the ID column.

~~FTMVEND Vendor Information~~: This query is used to look up vendor information such as addresses, phone numbers, fax numbers, etc.

- ~~1. Enter FTMVEND in the Go To field of the General Menu.~~
- ~~2. Click on the **Vendor** field and enter the **Vendor ID Number**. If the number is not known, use the drop down arrow located next to the Vendor field to access a shortcut to FTIIDEN. Perform search per FTIIDEN instructions listed above. Double click on the Vendor ID number to select the vendor. Selecting the vendor will automatically return the user to the FTMVEND screen.~~
- ~~3. Use the **Next Block** icon, the mouse, or press CTRL + PGDN to access the desired vendor information tabs. *FTMVEND No Longer Accessible to General Users~~

FPIREQN Requisition Query: This query is used to look up information on requisitions that have been entered into the system.

1. Enter FPIREQN in the Go To field of the General Menu.
2. Enter in the **requisition number** and use the **Next Block** icon or press CTRL + PGDN to access the requisition information.
3. Continue using Next Block to access the various information screens of the requisition.
4. **If requisition number is unknown** a search can be performed on the main screen:
 - Click the drop down arrow of the Requisition field. This will open a query screen.
 - Click the **Enter Query** icon on the toolbar or press **F7** to clear the fields and start a new query.
 - Requisitions can be searched by the Requestor Name, Request Date, Deliver By Date, Vendor ID Number, the Complete/Approved status fields or any combination of these options.
 - Click the **Execute Query** icon on the toolbar or press **F8** to perform the search.
 - All requisitions fitting the defined criteria will populate. Double click on the requisition to open it in FPIREQN. To view a requisition without losing the search list, go to **Options** on the menu and select **Query Requisition**. This will direct the user to a separate FPIREQN field. When exited, the user will be returned to list of searched requisitions.

FPIPURR Purchase/Blanket/Change Order Query: This query is used to look up information on a purchase order that has been entered into the system.

1. Enter FPIPURR in the Go To field of the General Menu.
2. Leave the Blanket field and Change Order field blank to view the most current version of the purchase order.
3. Continue using Next Block to access the various information screens of the PO.
4. **If purchase order number is unknown** a search can be performed on the main screen:
 - Click the drop down arrow of the Purchase Order field. This will open a query screen.
 - Click the **Enter Query** icon on the toolbar or press **F7** to clear the fields and start a new query.
 - Purchase Orders can be searched by the Buyer, PO Date, Deliver By Date, Vendor ID Number, the Complete/Approved status fields or any combination of these options.
 - Click the **Execute Query** icon on the toolbar or press **F8** to perform the search.
 - All purchase orders fitting the defined criteria will populate. Double click on the purchase order to open it in FPIPURR. To view a purchase order without losing the search list, go to **Options** on the menu and select **Query Purchase Order**. This will direct the user to a separate FPIPURR field. When exited, the user will be returned to list of searched requisitions.

FGIENCD Detail Encumbrance Activity: This query is used to review the encumbrance information, balances and transaction history of a purchase order. This screen is organized in order of transaction date beginning with the original total and ending with the remaining balance.

1. Enter FGIENCD in the Go To field of the General Menu.
2. Enter the purchase order number in the **Encumbrance** field.
3. Use the **Next Block** icon or press CTRL + PGDN to access the different areas of the screen.
4. Use the scroll bars to access additional budget and transaction information.

FOAAINP Document Approval: This query is used to look up the required approvers for any completed requisition. It is useful for tracking the personnel that must electronically approve the requisition before it can move forward and be turned into a purchase order.

1. Enter FOAAINP in the Go To field of the General Menu.
2. Enter the requisition number in the **Document** field.
3. Use the **Next Block** icon or press CTRL + PGDN to access the list of the required approvers.
4. Approvers are organized by department in the **Queue Description** field.
5. **Click on the departments** listed in the Queue Description field to see the individual approvers within that department.
6. The required approvers are listed in the **User** field.

FPIOPOF Open Purchase orders by FOAPAL: This query screen is used to search for open purchase orders by the FOAPAL number (open PO in this circumstance refers to any PO that is still carrying an encumbrance, not the Open PO formatting type).

1. Go to FPIOPOF in the Go To field of the General Menu
2. Enter desired FOAPAL search criteria (Fund, Organization, Account, Program).
3. Use the **Next Block** icon or press CTRL + PGDN to access the list of purchase orders still carrying an encumbrance for the entered FOAPAL.

FPIOPOV Purchase Orders by Vendor: This query is used to find purchase orders associated with a specific vendor.

1. Enter **FPIOPOV** in the Go To field of the General Menu.
2. Enter the **Vendor ID Number** in the **Vendor** field. If the ID number is unknown click on the drop down arrow next to the Vendor field to perform a search. This will open a shortcut to FTIIDEN (for further instruction see FTIIDEN, Page 36).
3. **Press Tab** on the keyboard to populate the vendor information
4. Select the desired **Status** indicator. Please note, in this query “Open” status refers to a purchase order that still carries an encumbrance and has not been closed.
5. The **Fiscal Year** field may be changed to search prior years.
6. Use the **Next Block** icon or press CTRL + PGDN to access the list of purchase orders by date.
7. To see detailed information on a purchase order, click on the desired PO number, select **Options** then **Query Purchase Order Information (FPIPURR)**. Review document per FPIPURR instructions Page 37.

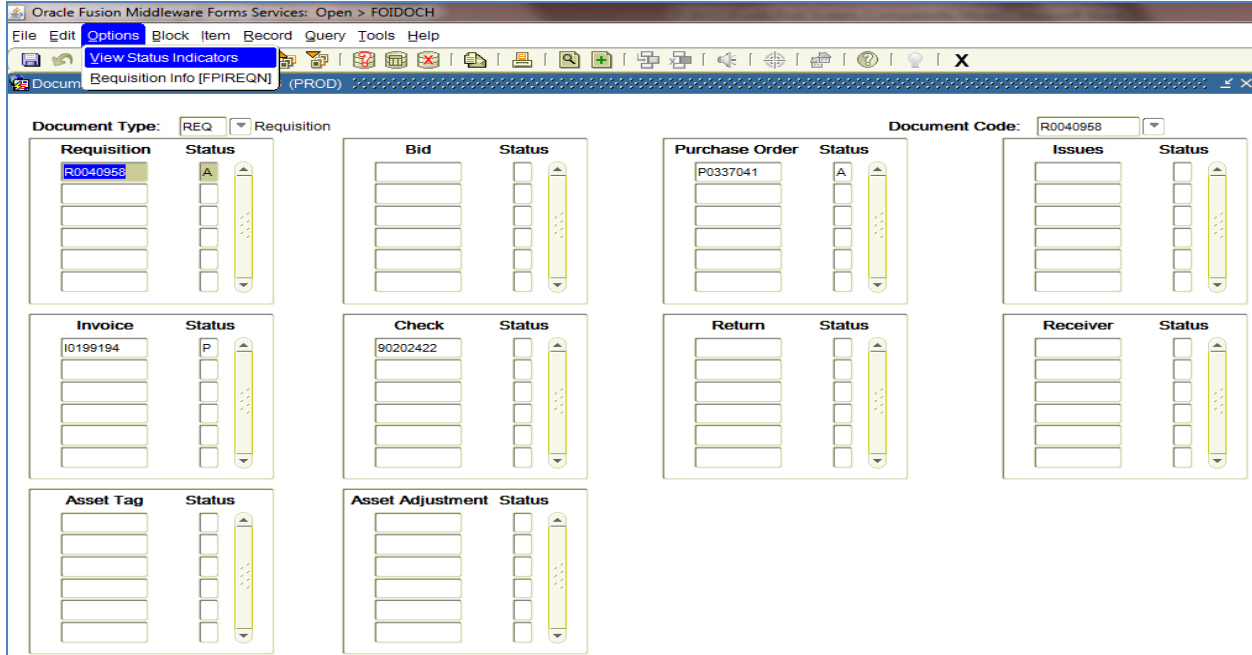
Document History FOIDOCH



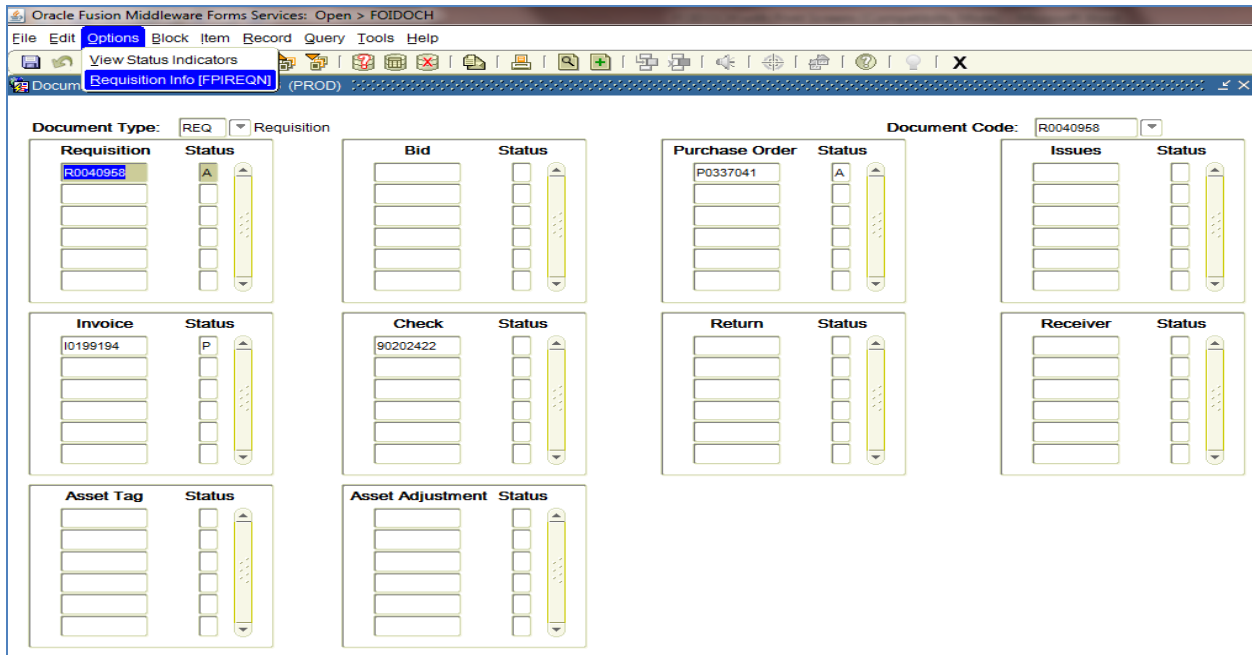
Document History allows the user to search for a complete record of any given document that exists in Banner. By entering a specific Document Code (purchase order number, requisition number, etc) the user gains access to all corresponding data for that document such as invoice information, receiving history, etc. The user will also be able to check the status of each document by reading the Status Indicator field. More detailed document query screens such as Purchase Order Query (FPIPURR) and Requisition Query (FPIREQN) are also directly accessible from the FOIDOCH screen. Use the following steps to search Document History:

1. In the **Document Type** field enter in the type of document to be searched (REQ for requisition, PO for purchase order, etc.). If the abbreviation is unknown use the drop down arrow to access a Document Type list.
2. In the **Document Code** field enter the document number (requisition number, purchase order number, etc).
3. Use the **Next Block** icon on the toolbar or press CTRL + PGDN to access all the available information for the document entered.
4. The presence or absence of other populated fields will indicate the level of progress for that document. For example if a requisition search only yields a purchase order number and no other information, it would indicate that no other progress has been made on that requisition. If the Invoice and Check fields were populated, it would indicate that a payment has been made. Use the scroll bars to access additional documents.

- The **Status** indicator box located next to each field shows the level of completion of any document displayed. Select **Options** and then **View Status Indicators** for a full list of status descriptions. **If a status field is blank**, it indicates that the document is in process and has not been completed.



- The user can access detailed query screens for any document displayed by selecting the desired field then clicking **Options** on the toolbar. A direct link to a document-specific query screen will be available. For example by selecting Options from the Requisition field, a shortcut to FPIREQN Requisition Query will be provided.



Change Order Requests



Change Orders are requests submitted to the Purchasing Department to alter an existing purchase order. Multiple changes can be made to any given purchase order for as long as it is valid. A Change Order cannot alter the nature of the original order. Any changes made must be related to the original items, equipment, or services. Common Change Order requests include:

- Increased Dollar Amount
- Decreased Dollar Amount
- Change of Description
- Add/Delete Authorized Purchaser
- Change Valid Dates
- Cancel Items/Entire Purchase Order
- Item Substitutions/Discontinued Items
- Change Budget Number
- Change Pricing
- Change Quantity
- Independent Contractor Amendments

Form Procedure

The Request for Change Order form can be found on the Coast Navigator Purchasing website under Purchasing Forms: <https://navigator.cccd.edu/district/fas/purchasing/forms/Pages/default.aspx>

Use the following procedure to submit the Change Order:

1. Fill out Change Order form. The vendor address field does not need to be filled out, but all other fields are required. Describe the change being made in the Description field including the Change Order number (Change #1, #2, #3 etc).
2. Have the Change Order form signed by the department Administrator/Manager.
3. Forward Change Order to Fiscal Services to be signed by the President, Vice President of Administrative Services, or the Vice Chancellor. District employees may forward the Change Notice directly to Purchasing after being signed by the Administrator/Manager.
4. The Fiscal Services department will forward all signed Change Orders to the Purchasing department for completion.
5. The Purchasing department will process the Change Order request. A revised copy of the purchase order will be issued to the requestor, Accounts Payable, and the vendor.

Specific Change Order Guidelines

Increase a Purchase Order: A Change Order to increase is used to adjust to the total dollar amount of an order. The increase cannot exceed more than 100% of the original purchase order amount. If the increase exceeds 100% a new requisition must be placed in lieu of the Change Order. Please contact the Director of Purchasing if there are extenuating circumstances as to why an increase needs to be increased beyond 100% of the original amount.

- The Previous Total field should be the original total of the purchase order including any previous change orders done to the total, such as increases or decreases. It is not the current balance of the purchase order.
- The Change Amount field should be the increase amount.
- The New PO Total field should reflect the original purchase order total plus the increase.

Decrease a Purchase Order: A Change Order to decrease is used to adjust to the total dollar amount of an order. If the decrease brings the purchase order balance down to zero, the order will be closed.

- The Previous Total field should be the original total of the purchase order including any previous change orders done to the total, such as increases or decreases. It is not the current balance of the purchase order.
- The Change Amount field should be the decrease amount.
- The New PO Total field should reflect the original purchase order total minus the decrease.

Change of Description, Add/Delete Authorized Purchaser, Change Valid Dates: To change the descriptive content of a purchase order, write the PO content changes in the Description section of the Change Order form. If there are no changes to the dollar amount of the PO, simply write \$0 in the Change Amount section of the Request for Change Order form.

Cancel an Entire Purchase Order: If a purchase order needs to be totally closed out, the Change Order Description field should read “Please cancel the purchase order” or “Please close remaining balance”. An email request from the Fiscal Services Department may be used in lieu of the Change Order form for this type of change.

- The Previous Total field should be the original total of the purchase order including any previous change orders done to the total, such as increases or decreases. It is not the current balance of the purchase order.
- The Change Amount field should be the current PO balance to be closed.
- The New PO Total field should be zero (\$0).

****Please note:** The revised PO will show the cancellation notice, but the dollar amount will not be brought down to zero with the change notice. The PO encumbrance will be closed internally by Purchasing using a different Banner program. However, the requestor can see the encumbrance closure in FGIENCD – Detail Encumbrance Activity (see page 37 for full instructions on FGIENCD).

Cancel a Specific Item(s) off a Purchase Order: If an item is no longer needed or will not be received, list the items in the Change Order Description area with an explanation that they will be cancelled. An email request from the Fiscal Services Department may be used in lieu of the Change Order form for this type of change.

- The Previous Total field should be the original total of the purchase order including any previous change orders done to the total, such as increases or decreases. It is not the current balance of the purchase order.
- The Change Amount field should be the negative total of the item(s) being cancelled.
- The New PO Total field should reflect the original purchase order total minus the amount of the cancelled items.

****Please note:** The revised PO will show the cancellation notice, but the dollar amount(s) for the closed line(s) will not be brought down to zero with the change notice. The PO line encumbrance(s) will be closed internally by Purchasing using a different Banner program. However, the requestor can see the encumbrance closure(s) in FGIENCD – Detail Encumbrance Activity (see page 37 for full instructions on FGIENCD). Additionally, if other lines have been previously paid or closed they will not print out on the revised PO.

Item Substitution/Discontinued Items: If an ordered item is no longer available, the vendor may sometimes offer a comparable substitution. If the requestor would like to accept the substitution, list the items to be replaced along with their substitutions in the Description Field of the Change Order form. Be sure to fill out all the fields for each item: Line #, Quantity, Unit of Measure, Description, Unit Price, and Total Price. Include the tax when applicable. If there is a new quote for the replacement items, please submit the quote to Fiscal Services or the Purchasing Department. An email request from the Fiscal Services Department may be used in lieu of the Change Order form for this type of change, unless the substitutions cause the order to increase beyond 10% of the original PO amount.

- The Previous Total field should be the original total of the purchase order including any previous change orders done to the total, such as increases or decreases. It is not the current balance of the purchase order.
- The Change Amount field should be the price change (if any) caused by the substitutions.
- The New PO Total field should reflect the new total of the order.

Changes to Budget Number: In the description field state “Change budget number from _____ to _____”. If there is a balance on the old budget number, please indicate whether that balance is to remain on the old number or if it is to be moved to the new number.

Change Pricing/Change Quantity: Changes to price/quantity should be detailed in the Description section of the Request for Change Order form. Be sure to fill out all the fields for each item: Line #, Quantity, Unit of Measure, Description, Unit Price, and Total Price. Include the tax when applicable. If there is a new quote for the price/quantity change, please submit the quote to Fiscal Services or the Purchasing Department. An email request from the Fiscal Services Department may be used in lieu of the Change Order form for this type of change, unless the changes cause the order to increase beyond 10% of the original PO amount.

- The Previous Total field should be the original total of the purchase order including any previous change orders done to the total, such as increases or decreases. It is not the current balance of the purchase order.
- The Change Amount field should be the price change caused by the price/quantity change.
- The New PO Total field should reflect the new total of the order.

Independent Contractors: Changes to Independent Contractors must be accompanied with a **Standard Amendment to Independent Contractor Agreement** form. The Amendment must be filled out and signed according to Independent Contractor procedures. A revised board agenda item must be submitted as well to approve the Amendment. Please include the new Board Date of the Amendment in the Change Order Description section. Proceed with the Change Order per the above listed instructions.

The Standard Amendment to Independent Contract form can be found on the Coast Navigator Risk Services website under the Independent Contractors and Professional Experts section:
<https://navigator.cccd.edu/district/fas/rs/Pages/Independent%20Contractor%20and%20Professional%20Experts.aspx>

Appendix

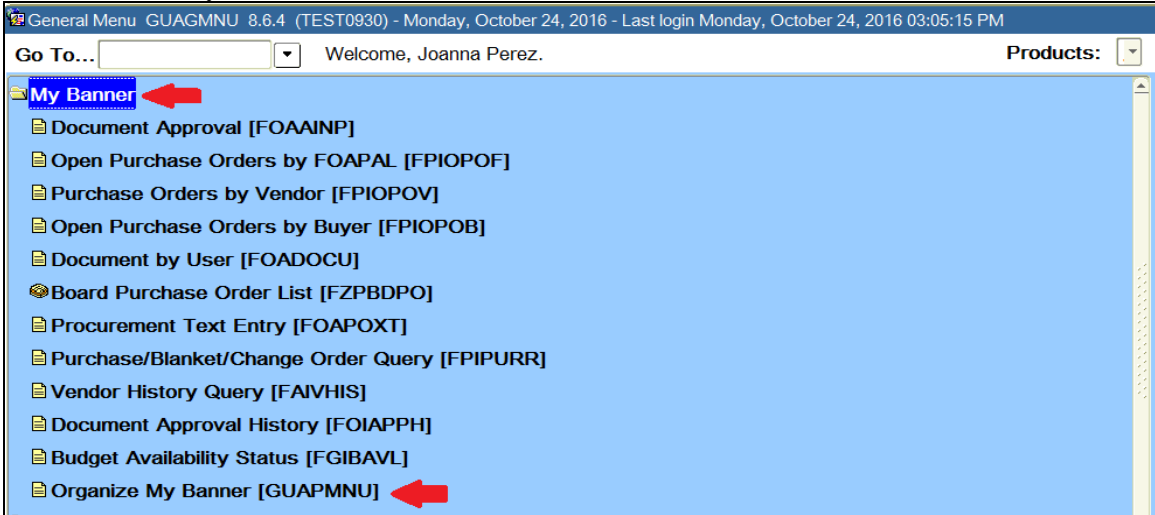


My Banner - Shortcuts

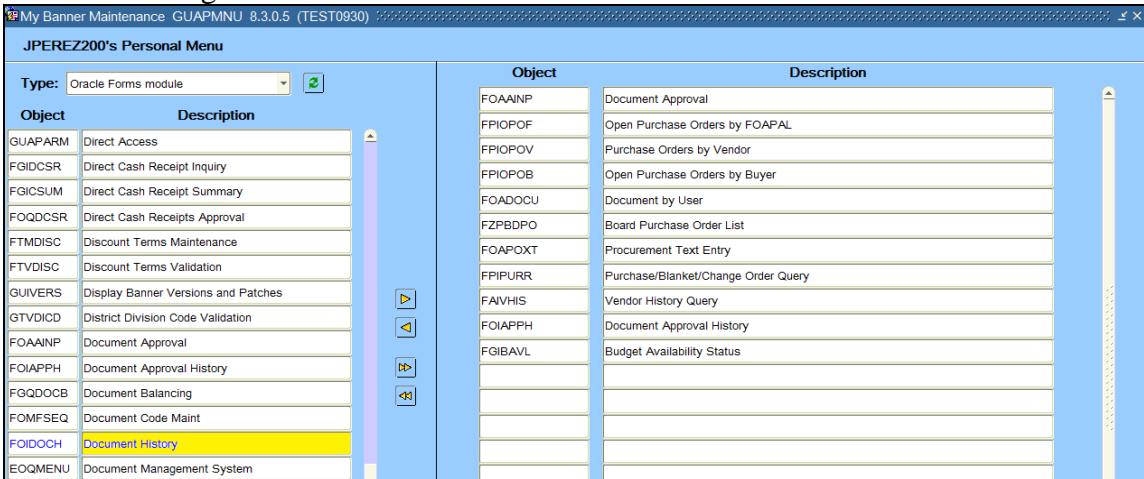


My Banner allows you to create a menu of shortcuts to commonly used Banner programs.

1. Double Click on the **My Banner** folder from the General Menu Screen.
2. Double Click on the **Organize My Banner [GUAPMNU]** link. This will open a new screen called My Banner Maintenance.



3. Select or deselect a program by **double clicking the Program Name** (for example FOIDOCH). All available Banner programs are listed in the left-hand menu.
4. Programs can be added one at a time, or several may be selected and added all at once.
5. **Use the Insert or Insert All buttons to add** programs to the list on the right. This will comprise the user's My Banner shortcut menu.
6. **Remove Items from My Banner menu** by double clicking the program(s) and using the Delete or Delete All buttons.
7. **Save and use the X button** to return to the General Menu. Changes will appear the next time the user logs into Banner.



Shortcut Tables

File	Edit	Options	Block	Item	Record	Query	Tools	Help	Field	Form	Other
Direct Access Alt+F+D GUA+P+M	Cut Ctrl+X Alt+E+T	Varies by form	Next Ctrl+PageDown Alt+B+N	Previous Alt+I+P Shift-Tab	Previous Up Arrow Shift+Up Alt+R+P	Enter F7 Alt+Q+E	Banner Extender Solutions Alt+T+X	Online Help Ctrl+H Alt+H+O	Clear Ctrl+U	Clear Shift+F7	Next Primary Key Shift+F3
Object Search Alt+F+O GUIOBJS	Copy Ctrl+C Alt+E+C		Previous Ctrl+PageUp Alt+B+P	Next Alt+I+N Tab	Next Down Arrow Shift+Down Alt+R+N	Execute F8 Alt+Q+X	SCT Workflow Alt+T+W	Dynamic Help Query Alt+H+Q	Previous Shift+Tab		Exit with Value Shift+F3
Quick Flow Alt+F+Q GUAQFLW	Paste Ctrl+V Alt+E+P		Clear F7 Shift+F5 Alt+B+C	Clear Alt+I+C	Next Set of Records Shift+Ctrl+ PageDown	Last Criteria F7 twice Alt+Q+L		Dynamic Help Edit Alt+H+E	Next Tab		Exit without Value Ctrl+Q
Select Alt+F+E	Edit Ctrl+E Alt+E+E		Duplicate F3 Alt+I+D	Duplicate F3 Alt+I+D	Scroll Up Alt+R+U	Cancel Ctrl+Q Alt+Q+C		Help (Item Properties) Alt+H+H	Navigate to "Go To" Field F5	Commit F10	Commit F10
Rollback Shift+F7 Alt+F+R					Scroll Down Alt+R+S	Count Hits Shift+F2 Alt+Q+H		Show Keys Ctrl+F1 Alt+H+S	Display List	Function 0 Shift+Ctrl+F10	Function 0 Shift+Ctrl+F10
Save F10 Alt+F+S					Clear Shift+F4 Alt+R+C	Fetch Next Set Alt+Q+F		List of Values F9 Alt+H+L	Duplicate F3	Function 1 Shift+Ctrl+F1	Function 1 Shift+Ctrl+F1
Refresh Alt+F+H					Delete Shift+F6	Previous Ctrl+PageUp		Display Error Shift+F1 Alt+H+D	Duplicate	Function 2 Shift+Ctrl+F2	Function 2 Shift+Ctrl+F2
Print Shift+F8 Alt+F+P					Remove Alt+R+R	Next Ctrl+PageDown		Display ID Image Alt+H+I		Function 3 Shift+Ctrl+F3	Function 3 Shift+Ctrl+F3
Exit Ctrl+Q Alt+F+X					Insert F6 Alt+R+I			Calendar Alt+H+N		Function 4 Shift+Ctrl+F4	Function 4 Shift+Ctrl+F4
Exit QuickFlow Alt+F+T					Duplicate F4 Alt+R+D			Calculator Alt+H+C		Function 5 Shift+Ctrl+F5	Function 5 Shift+Ctrl+F5
Exit SCT Banner Ctrl+Q Alt+F+B					Lock Alt+R+L			Extract Data with Key Alt+H+K		Function 6 Shift+Ctrl+F6	Function 6 Shift+Ctrl+F6
Return to Menu Alt+F+M					Update Ctrl+U			Extract Data No Key Alt+H+X		Function 7 Shift+Ctrl+F7	Function 7 Shift+Ctrl+F7
Preferences Alt+F+F GUAUPRF								Tech Support Alt+H+T Turn SQL Tracer On Turn SQL Tracer Off Set Query Optimizer Reconnect to Database About SCT Banner Alt+H+A		Function 8 Shift+Ctrl+F8	Function 8 Shift+Ctrl+F8

KEY	Tab	Esc	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Next Field		Cancel	Help		Duplicate Field/Item	Duplicate Record		Insert New Record	Enter Query	Execute Query	Listor Look Up	Save		
Previous Field		Display Error		Count Query Hits	Select	Clear Record	Clear Block	Remove Record	Clear Form & Rollback	Print				
Ctrl		Show Keys												Created by Daniela Thompson

I. REFERENCES

- [CCCD BP/AP 2430](#) - Delegation of Authority to the CEO
- [CCCD BP/AP 6100](#) - Delegation of Authority
- [CCCD BP/AP 6340](#) - Bids and Contracts
- [CCCD BP/AP 6350](#) - Contracts Relating to Construction
- [CCCD BP/AP 6370](#) - Contracts for Independent Contractors or Professional Experts
- [CCCD BP/AP 7110](#) - Delegation of Authority (H/R)

II. TABLE

**CONTRACT *RATIFICATION* - OR -*APPROVAL*
BY DISTRICT'S BOARD OF TRUSTEES**

Type of Contract	Authority	Standard (or Non-Standard)	Approval (A) (or) Ratification (R)	Term Limit	Agenda Placement Consent or Discussion
Independent Contractor	BP/AP 6370	Standard	(R) up to \$87,800 (A) in excess of \$87,800	NTE Fiscal Year	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
Professional Expert	BP/AP 6370 BP/AP 7110	Standard	(R) up to \$87,800 (A) in excess of \$87,800	NTE 3 Years	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800 Note: PE hirings are reflected on the Closed Session Personnel Items list
Software/License Agreements	BP/AP 6340	Non-Standard	(R) up to \$87,800 (A) in excess of \$87,800	NTE 3 Years if license only NTE 5 Years if Substantial Services included	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800

TABLE - (cont'd)

Type of Contract	Authority	Standard (or) Non-Standard	Approval (A) (or) Ratification (R)	Term Limit	Agenda Placement Consent or Discussion
Clinical Affiliation Agreements	BP/AP 6340	Standard Non-Standard	(R) for Standard (A) or (R) for Non-Standard	NTE 5 Years	Consent: Standard, or Non-Standard (with contract attachment)
Construction Project related Contracts (Contractors)	BP/AP 6340 BP/AP 6350	Standard	(R) up to \$87,800 (A) in excess of \$87,800	NTE 5 Years	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
Purchasing of Goods or Supplies (3 quotes required for amounts in excess \$10k)	BP/AP 6340	Standard Purchase Orders Non-Standard Agreements	(R) up to \$87,800 (A) in excess of \$87,800	NTE 3 Years	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
Consultant or Professional Services Agreements	BP/AP 6340	Standard Non-Standard	(R) up to \$87,800 (A) in excess of \$87,800	NTE 5 Years	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
<u>Emergency Repairs</u>	BP/AP 6340 BP/AP 6350	Standard Agreement	Ratify	NTE 1 Year	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
Architectural Services	BP/AP 6340 BP/AP 6350	Standard Non-Standard	(R) up to \$87,800 (A) in excess of \$87,800	NTE 5 Years	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
RFP Awarded Contracts (Services)	BP/AP 6340	Non-Standard	(R) up to \$87,800 (A) in excess of \$87,800	NTE 5 Years	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800

TABLE (cont'd)

Type of Contract	Authority	Standard (or Non-Standard)	Approval (A) (or Ratification (R))	Term Limit	Agenda Placement Consent or Discussion
Real Property Sales and Leases		Non-Standard	(A) for all Real Property Transactions	TBD	Discussion
Equipments Leases	BP/AP 6340	Non-Standard	(R) up to \$87,800 (A) in excess of \$87,800	NTE 3 Years	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
Other Non-Standard Agreements	BP/AP 6340	Non-Standard	((R) up to \$87,800 (A) in excess of \$87,800	NTE 5 Years for Services NTE 3 Years for Goods	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
Telecourse or Instructional Agreements	BP/AP 6340	Standard	(R) up to \$87,800 (A) in excess of \$87,800	TBD	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
Annual Agreement for Contractor Services	BP/AP 6340	Standard	(R) up to \$87,800 (A) in excess of \$87,800	NTE 1 Year	Consent: Standard, or Non-Standard (with contract attachment) up to \$87,800 Discussion: Standard, or Non-Standard (with contract attachment) in excess of \$87,800
P/T Faculty	BP/AP 7110	Standard	(R)		Consent (personnel)
Short Term Employees	BP/AP 7110	Standard	(R)		Consent (personnel)
Interim/Acting Classified/Confidential	BP/AP 7110	Standard	(R)		Consent (personnel)
Interim/Acting Management	BP/AP 7110	Standard	(R) or (A)		Consent/Discussion (personnel)
Student Workers	BP/AP 7110	Standard	(R)		Consent (personnel)
Volunteers	BP/AP 7110	Standard Non-Standard	(R)		Consent
Temporary Out-of-Class	BP/AP 7110	Standard	(R)		Consent (personnel)

Coast Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6330 PURCHASING

References:

Education Code Sections 81641, and 81656;
Public Contracts Code Sections 20650 and 20651

The Board of Trustees, in exercising its fiduciary responsibility, requires competitive processes for the purchase of materials, supplies, public works projects, and contracted services. All purchases involving District funds shall conform to District, County, State, and Federal requirements.

Formal bidding will occur as required by Public Contract Code Section 20651(a-d) and shall be made upon advertised bids, in accordance with Education Code Section 81641. All purchases of materials or supplies in excess of the State limit, as amended by the state legislature annually, and as defined by Public Contract Code Section 20651(d), and all Public works projects as defined by Public Contract Code Section 20651(b) shall be approved by the Board of Trustees during a Regular Meeting of the Board prior to the issuance of a purchase order.

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

The Chancellor shall establish administrative procedures to ensure open and competitive processes for goods and services costing more than \$15,000, but less than the State limit, as defined above, to support the District's best interest.

The Office of the Internal Auditor shall be responsible for an annual review of purchasing practices.

Purchasing by the Department of General Services of the State of California

The Board shall by resolution authorize the purchase of supplies and equipment using the competitive bid contracts of the State of California, General Services Department. The Chancellor; Chief Business Officer; and the Purchasing Manager shall be

authorized to sign and deliver all necessary requests and other documents in connection with and on behalf of the District.

Purchase of Goods and Services

The District is a key partner of the business community and supports job training, vocational education and alliances with industry, trade groups, K-12 school districts and other partners to promote the growth of the economy in Orange County and throughout Southern California.

The District, whose annual budget is funded almost exclusively with tax dollars from the state and federal governments, to the extent possible under the law, and when economically feasible, shall purchase and procure goods and services from firms that are based in the United States and which employ workers residing in the United States.

The Chancellor shall develop administrative procedures to implement purchasing guidelines that follow the intent of this policy.

Adopted September 3, 1986

Revised May 7, 1986

Revised December 10, 2003

Renumbered from CCCD Policy 040-3-1 and 040-3-1.1, Fall 2010.

Renumbered from CCCD Policies 2748 and 6331, December 2, 2013

Revised December 2, 2013

Revised November 2, 2016

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 6 Business and Fiscal Affairs

AP 6330 PURCHASING

References:

Education Code Section 81656;
Public Contract Code Section 20650

The Chancellor designates the Vice Chancellor, Finance and Administrative Services and the Purchasing Manager to develop and implement the purchasing procedures of the District and ensure such procedures comply with applicable laws and regulations.

The following procedures and rules shall apply in purchasing supplies and equipment for which payment is to be made from District funds. The Purchasing Handbook cites the specific operational procedures and is available online. The Purchasing Handbook shall be reviewed on a periodic basis for continued conformance to applicable laws and regulations.

1. Requisitions for purchases shall be approved by the District Purchasing Office or the College Business Office only when there are unencumbered funds available, or arrangements have been made for additional appropriations through established channels. Such approval should be in advance of purchases - the only exceptions being for emergency purposes and blanket orders.
2. All purchases shall be made by the District Purchasing Office after competitive bids or quotations are obtained on standard forms and through any other established or required procedures.
3. Specifications on requisitions must be complete when submitted to the District Purchasing Office or the College Business Office and the Purchasing Office. No commitments are to be made by faculty, staff or management members when securing information about products and/or services. Responsibility for any obligations created other than through these established District business practices may not be accepted by the District.
4. In addition to quoted prices, all purchase orders shall carry terms of delivery, delivery date, quantity and cash discounts, and sales tax and excise tax information when the latter is involved.

5. Blanket purchase orders may be used only when, in the judgment of the appropriate manager, purchasing can be facilitated to save time and cost.
6. All purchase order requisitions shall be submitted in a timely manner.
7. Purchases shall be based on quality, availability, price, and suitability to the respective program or department.

Also see AP 6340 titled Contracts for legal requirements related to the bid process.

Ratified December 2, 2013

Ratified November 2, 2016

Coast Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6340 BIDS AND CONTRACTS

References:

Education Code Sections 81641, et seq.;
Public Contracts Code Sections 20650, et seq.
Board Policy 6500 Property Management
Board Policy 6934 Limited Authority to Settle Liability Claims

The Board of Trustees delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are in written form and are approved or ratified by the Board.
- Contracts for work to be done, services, including professional services, to be performed, or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amount specified in Public Contract Code (“PCC”) Section 20651(a), as amended annually under PCC Section 20651(d), shall require prior approval by the Board. Irrespective of whether bids are required under the PCC, the Chancellor may approve, subject to subsequent Board ratification, only those contracts which do not exceed the amount specified in PCC Section 20651(a), as amended annually.
- Contract amendments to previously approved or ratified contracts that do not exceed the amount specified in PCC 20651(a), as amended annually, may be submitted for ratification by the Board. Contract amendments that exceed the amount specified in PCC 20651(a), as amended annually, shall require prior approval by the Board.
- Contracts involving revenue for the District, or no cost to the District, may be submitted for ratification by the Board.
- When bids are required pursuant to law, each contract shall be awarded to the lowest responsible bidder or, if permissible by law, to the bidder presenting the best value to the District who meets the specifications published by the District. Such bidder may be required to provide such forms of security as the Board may require. The District reserves the right to reject all bids.

If the Chancellor concludes that the best interests of the District will be served by prequalification of bidders in accordance with PCC Section 20651.5, prequalification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the Chancellor concludes that the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with PCC Section 20652, the Chancellor is authorized to proceed with such a contract.

Adopted February 5, 2003
Renumbered from CCCD Policy 040-1-2.2, Fall 2010
Revised February 8, 2012
Revised December 2, 2013
Revised November 19, 2014

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 6

Business and Fiscal Affairs

AP 6340 BIDS AND CONTRACTS

References:

Education Code Sections 81641 et seq.;
Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.;
Labor Code Sections 1770 et seq.

Limits

Bids or quotations shall be secured as is legally required to obtain the lowest possible prices, or best value to the District, as follows:

- Purchase of goods or certain services up to the limits set out in the Public Contract Code will require documented quotes or measures indicating best value.
- Purchase of goods or certain services in excess of the limits set out in the Public Contract Code will require formal advertised bids.

Bid Specifications

Bid specifications shall include a definitive statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for a minimum of two consecutive weeks in newspaper(s) of general circulation published within the District. The District may post on the its web site or through an electronic portal, notices calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by District Purchasing Department. All applicable statutory provisions and Board policies shall be observed in preparation of the forms.

The Chief Business Officer shall be responsible for ensuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with the California Labor Code. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into a contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The District Purchasing Department shall make available to prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

The District Purchasing Department shall provide an electronic copy of the plans and specifications and other contract documents to a qualified agent who shall make such plans available to third parties at cost.

When permitted, the District may require a deposit for loaned sets of plans and specifications and shall refund deposits when such documents are returned.

Awarding of Bids and Contracts

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District, in compliance with law.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder, or bidder showing best value to the District, that substantially meet the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on it's the District's reasonable judgment as to which bid substantially complies with the quality required by the specifications.
- For the purposes of bid evaluation and selection, when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the Board of Trustees in accordance with this section and pursuant to law.

- "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as may be defined by the District, achieved through methods in accordance with this section, and determined by objective performance criteria. Such criteria may include, but are not limited to, price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

Purchase without Advertising for Bids

The Chief Business Officer is authorized to make purchases utilizing existing public entity contracts without calling for bids where it appears advantageous to do so, subject to Board ratification.

The Chief Business Officer may purchase or lease materials or services from other public agencies with whom the District has contracted without advertising for bids within District boundaries, subject to Board ratification.

The Chief Business Officer may purchase materials or services through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies

Contracts for work or services furnished to the District shall not exceed five years in duration. Contracts for acquisition of materials and/or supplies shall not exceed three years in duration.

Emergency Repair Contracts without Bid

In accordance with Public Contract Code, the Chief Business Officer may make a contract on behalf of the District for labor, materials, and supplies without advertising for or inviting bids when emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property. Such contracts shall be subject to ratification by the Board.

Unlawful to Split Bids

It is unlawful to split or separate bids or proposals into smaller work orders for any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Ratified December 2, 2013