



PURCHASING CUSTOMER HANDBOOK

MISSION STATEMENT

The PRIMARY MISSION of the Purchasing Department is to procure the highest quality of goods and services in a timely manner that provides the best value to ACC, and to assure Management (faculty and administration) that the purchasing function is conducted with adherence to applicable Federal and State laws, and ACC policies.

VISION STATEMENT

The Purchasing Department shall become a full-service unit providing timely and functional delivery of products and services to the College, its faculty and students, and focusing on and developing procedures that WORK and are designed to meet the changing demands of a 21st century community college.

INTRODUCTION

The purpose of this handbook is to provide users with basic information about the purchasing process. It contains general instructions and descriptions of the purchasing process that are intended to provide standard procedures which will assist users in facilitating their purchasing requirements. This handbook will be updated and amended as necessary.

All ACC employees must follow the procedures in this handbook. There are civil and criminal consequences for ACC employees who knowingly avoid the competitive bidding requirements prescribed under state law. ACC personnel who attempt to misuse the purchasing process may be subject to disciplinary or legal action, and/or personal liability.

The Texas Education Code Chapter 44, Section 44.032, prescribes the following penalties:

- "(a) In this section:
 - (1) 'Component purchases' means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
 - (2) 'Separate purchases' means purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
 - (3) 'Sequential purchases' means purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.
- (b) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031(a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.
- (c) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence violates Section 44.031(a) or (b) other than by conduct described by Subsection (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.
- (d) An officer or employee of a school district commits an offense if the officer or employee knowingly violates Section 44.031, other than by conduct described by Subsection (b) or (c). An offense under this subsection is a Class C misdemeanor.
- (e) The final conviction of a person other than a trustee of a school district for an offense under Subsection (b) or (c) results in the immediate removal from office or employment of that person. A trustee who is convicted of an offense under this section is considered to have committed official misconduct for purposes of Chapter 87, Local Government Code, and is subject to removal as provided by that chapter and Section 24, Article V, Texas Constitution. For four years after the date of the final conviction, the removed person is ineligible to be a

candidate for or to be appointed or elected to a public office in this state, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. This subsection does not prohibit the payment of retirement benefits to the removed person or the payment of workers' compensation benefits to the removed person for an injury that occurred before the commission of the offense for which the person was removed. This subsection does not make a person ineligible for an office for which the federal or state constitution prescribes exclusive eligibility requirements.

- (f) A court may enjoin performance of a contract made in violation of this subchapter. A county attorney, a district attorney, a criminal district attorney, a citizen of the county in which the school district is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this subsection is entitled to reasonable attorney's fees as approved by the court."

ACC employees must comply with applicable Federal, State and local laws, regulations and ordinances as well as with ACC Board of Trustees policies, and Administrative Rules. Call the Purchasing Department at 223-1300 for assistance.

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PART I
ACC PURCHASING SYSTEM

Austin Community College District ("ACC," or "the college") operates a centralized purchasing system.

Centralized purchasing is the act of combining related items or commodities of various departments to coordinate purchases and obtain better prices. In addition to ensuring compliance with state law (*see aggregate rule*, Part II(A)(1), *below*), centralized purchasing enables ACC to consolidate purchases when two or more departments or campuses have common requirements for supplies and equipment. All purchases will be managed through the Purchasing Department.

The Purchasing office will review all purchase requests for compliance with applicable laws, regulations, codes, and ordinances, and with college policies and procedures.

The responsibility and authority for purchasing goods and services, and for determining the proper methods of procurement (for which, *see Part II, below*), is vested in the Director of Purchasing.

No purchase of goods and services shall be binding on the college until a written *contract** or *purchase order* is entered into by the college and administered by the Purchasing Department.

Conflicts of Interest: No contract for the purchase of Personal Property or Service shall be awarded to any vendor where the contract would violate the applicable state laws regarding conflicts of interest by elected or appointed public officers. Neither ACC trustees, employees, nor their spouses, shall accept gifts or entertainment from vendors of the College. The College shall not do business with any of its trustees, employees, or their spouses. [ACC Administrative Rule 7.02.001 (I) (B)]

PART II
METHODS OF PROCUREMENT

A. Summary

The following are the generally accepted methods for purchasing supplies and equipment.

1. Small Purchases, including the Purchasing Credit Card Program, that are under \$3,500 are non-competitive, unless they are covered by the *aggregate rule*. (*see Glossary of Terms, Appendix A, and Purchasing Procedures, section B, below*);
2. Purchases over \$5,000 but less than \$10,000 require three (3) written quotes at least one of which shall be a *Historically Underutilized Business* ("HUB") vendor. This includes Goods \$5,000- 10K and Services \$5,000 – 25K)
3. State Contracts: Texas Building & Procurement Commission (TBPC) Term Contracts, Department of Information Resources (DIR) Contracts and the State's Texas Multiple Award (TXMAS) program;
4. Competitive Sealed Bids, pursuant to an *Invitation for Bids*;
5. Competitive Sealed Proposals, pursuant to a *Request for Proposals*;
6. Sole Source Purchases;

* Terms in bold italics are defined in the Glossary of Terms, *Appendix A*.

7. Emergency Purchases;
8. Purchases using Cooperative Purchasing Agreements/Networks;
9. Professional Services (*see* Government Code Chapter 2254, Subchapter A, at <http://www.legis.state.tx.us/> , and Administrative Rule 7.02.002)
10. Consulting Services (*see* Administrative Rule 7.02.002);

B. Purchasing Procedures

1. Purchase of Personal Property costing \$5,000 or Less:

For single purchases of Personal Property of \$5,000 or less, which do not fall in a category governed by the *aggregate rule*, at least one quotation shall be obtained and submitted to the Purchasing Department for consideration of price, quality, needs of the college and delivery time. The Board of Trustees encourages consideration of *HUB's* and/or *MBE/WBE* vendors in all purchases so, whenever possible *HUBs* and/or *MBE/WBE* vendors shall be solicited.

The preferred method for dollar items, those costing less than \$500, is the ACC Purchasing Credit Card. The credit card has specific uses and limitations and is strictly governed by Administrative Rule and Board of Trustees Policy G-2 Purchasing. The Purchasing Credit Card is administered by the Purchasing Department. The intended use of the credit card is for small purchases, items costing less than \$100, with total expenditures of \$1000 or less per month. Employees wishing to become an ACC Purchasing Cardholder must obtain written permission from their Budget Authority. Being an ACC Cardholder is an important responsibility requiring, completion of a purchasing card training session, receipt of a copy of the college's Purchasing Card Procedure Manual and certification by the employee of a Purchasing Card Cardholder Agreement. *See* Purchasing Card Procedure Manual, *Appendix B*.

2. Purchase of Personal Property Exceeding \$5,000 but less than \$10,000 Over a Twelve-Month Period:

The Purchasing Department or the Budget Authority shall obtain at least three (3) quotations, one of which shall be a *HUB and/or Minority/Woman-Owned Business* vendor. NOTE: the Purchasing Department shall confirm any assertion of non-availability of *HUBs and/or Minority/Woman-Owned Businesses*.

Quotations must be confirmed in writing which may be received by FAX or e-mail, as long as it is on company letterhead and signed by the authorized representative. Quotations shall be transmitted to the Purchasing Department with a completed Price Quotation Sheet form. The Price Quotation Sheet form can be found on the Purchasing Department website at: http://www3.austincc.edu/it/eforms/forms_int/PURC.008.pdf

The Purchasing Department shall purchase the property using an approved purchase order or contract from the bidder offering the *best value*. If there is a question concerning *best value* on a bid evaluation, the Purchasing Department shall determine the *best value*.

3. Purchase of Personal Property Exceeding \$10,000:

The college shall follow the Formal Solicitation Procedure and purchase the property from the bidder offering the *best value*. *See* Formal Solicitation Procedure, *Appendix C*.

4. Purchase of Personal Property Exceeding \$25,000 Over a Twelve-Month Period:

The college shall follow the Formal Solicitation Procedure, obtaining approval from the Board of Trustees in accordance with the Board of Trustees Purchasing Policy, *G-2, Purchasing*.

5. **State Contracts and Cooperative Purchasing Agreements:**

The college may purchase items from State of Texas Contracts, such as Term Contracts, Department of Information Resources (DIR) Contracts, and Texas Multiple Award Contracts (TXMAS), without bidding.

a. **Term Contracts:**

The College may purchase items from a Term Contract through the Texas Building and Procurement Commission (TBPC). Information for term contracts may be found at the following web address: <http://www.window.state.tx.us/procurement/>

b. **State Contracts for Automated Information Systems (IT) Products and Services:**

State contracts for products and services such as computer hardware, software, printers and related services can be found on the State of Texas, Department of Information Resources (DIR) site at <http://www.dir.state.tx.us>.

c. **State of Texas Multiple Award Contracts (TXMAS):**

The college may purchase items from a TXMAS contract. These can also be found on the TBPC website at: <http://www.window.state.tx.us/procurement/>

6. **Cooperative Purchasing Agreement:**

ACC participates in the following cooperative purchasing agreements which can be used without competitive bidding. Contact the Purchasing Department or the assigned buyer for more information*.

a. **Texas Cooperative Purchasing Network (TCPN)**, Sponsored by Region IV Education Service Center at <http://www.tcpn.org/> ;

b. **Houston-Galveston Area Council of Governments (HGAC)** cooperative purchasing at <https://www.hgacbuy.org/home/> ;

c. **U S Communities Government Purchasing Alliance** at <http://www.uscommunities.org>

d. **Texas Association of School Boards (TASB) Buy Board** at <http://www.tasb.buyboard.com> ;

e. **E & I Cooperative Purchasing** at <https://www.eandi.org/Default.aspx?>

7. **Honoraria, Consulting Services Agreements and Professional Service Agreements:**

Honoraria are subject to Board of Trustee Policy *G-2, Purchasing*. Consulting Services are also subject to Policy *G-2* and, depending upon dollar amount, to the formal solicitation procedure.

* ACC buyers have responsibility for specific commodities and services. The Purchasing Department Commodity Assignments by buyer name are available on the Purchasing website at: <http://www.austinncc.edu/purchase/index.php>

Professional Services contracts are subject to Policy G-2, to Government Code Chapter 2254 and, depending upon dollar amount, to the formal solicitation procedure.

- a. **Honoraria** are conferred upon individuals or groups who conduct work that directly supports the college's instructional programs; generally, guest lecturers, guest speakers, artists, and/ or artistic performances.
- b. **Consulting Services** are defined as work performed by an independent contractor possessing specialized knowledge, experience, expertise and professional qualifications to investigate an assigned problem or project and to provide counsel, review, analysis or advice in formulating or implementing improvements in programs or services, to include: planning, directing, evaluation and operation.
- c. **Professional Services** are defined as work performed by an independent contractor requiring specialized technical skills which the college does not have available within its own workforce. Professional services as defined in statute are those provided by: a certified public account, an architect, a landscape architect, a land surveyor, a physician, including a surgeon, an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, or a registered nurse.

To request honoraria, consulting or professional services, complete a Request for Services Agreement form on the Purchasing Department's website at:

<http://www.austincc.edu/purchase/chpsa.php>

C. Specific Exceptions to Purchasing Procedures

1. Purchase of Automated Information Systems (AIS or IT) products and services:

For software licenses and maintenance of computers, the college may use the Catalog Information Systems Vendor purchasing program (CISV) as provided by Texas Administrative Code [see Part II(A)(11), above]. These purchases shall always be made with Purchasing Department advice.

Additional information concerning Technology Plan funding, including replacements, upgrades, and maintenance, is available by consulting the College-Wide Technology Committee (CWTC) at: <http://irt.austincc.edu/committees/cwtcoc/>.

2. Sole Source Purchasing:

The College may purchase personal property which is available from only one source without further competitive solicitation. Requesting Departments must complete and submit a Sole Source Request form to the Purchasing Department (see Forms, Appendix D, or go to the Purchasing Website: http://www3.austincc.edu/it/eforms/forms_int/PURC.007.pdf

Prior to requesting or making a purchase of a sole source item, written justification of the need to make the sole source purchase must be submitted to the Purchasing Department. The following questions must be considered:

- a. Is there absolutely no other equipment that can perform the same function?
- b. What unique design/performance feature(s) does this equipment have which is essential to your requirements?
- c. State why this feature is essential.
- d. What other suppliers/users were contacted? Was their product/service considered to have similar capabilities?

- e. Is this product an integral repair part or accessory that must be compatible with existing equipment? Why is it the only part that can be used? Reference must be made to the ACC asset number for the original product.
- f. Provide a letter from the vendor stating that they are the only source for the product or service. This assertion must be verifiable by the Purchasing Department.

The following are some examples of sole source purchases:

- a. An item for which competition is precluded because of the existence of a patent, copyright, secret process or monopoly for which the holder of such states that it is the sole source;
- b. Films, manuscripts or books available from only one source;
- c. Regulated utility services;
- d. A captive replacement part or component for equipment, which is already owned or leased by the college.

3. **Emergency Purchases:**

Subject to Education Code Chapter 44, Subchapter B 44.031(h) and Board of Trustee Policy, the college may make emergency purchases necessary to repair or replace damaged buildings or equipment that is destroyed or severely damaged, as result of an unforeseen catastrophe, or emergency, undergoes major operational or structural failure, and the board of trustees determines that delay imposed by competitive bidding would prevent or substantially impair the conduct of classes or other essential school activities. The contracts for the replacement or repair of the equipment or the part of the school facility may be made by methods other than the competitive bidding process. This is the only emergency purchase authority available to the college.

D. Construction Purchasing Guidelines

- 1. Construction services shall comply with Education Code Chapter 44, Subchapter B, sections 44.031 to 44.041, Section 44.901 and Subchapter Z (Miscellaneous Provisions), as applicable, and to the rule-making authority granted to the Higher Education Coordinating Board.
- 2. Construction services, (new construction, renovation, repair, and facility maintenance) or new equipment requiring infrastructure improvements must be coordinated through Facilities & Construction (FAO). Campus requests for facility improvements (Capital Projects) must be approved by the campus manager and submitted through the Vice President of Business Services and the Facility Task Force. The request form is available on the ACC forms website.
- 3. **Annual Notice Required:**

For each 12-month period, ACC shall publish a notice in two successive issues of a newspaper of general circulation and business publications with a HUB readership within the college district. This notice shall request qualifications from contractors and suppliers interested in performing work for the college, soliciting their names, addresses, and telephone numbers. For each category of work or supply, the college shall create a vendor list consisting of each vendor that responds to the published notice and any additional vendors the college elects to include.

Before the college makes a purchase from a category of personal property, the college must obtain written or telephone price quotations from at least three vendors from the list for that category. If fewer than three vendors are on the list, the college shall contact each vendor on the list.

Whenever possible, telephone quotes should be confirmed in writing by mail or facsimile. The bidding records must be retained with the school's competitive bidding records and are subject to audit. The purchase shall be made from the lowest responsible bidder.

This annual notice procedure, makes possible a \$25,000 ceiling before the formal solicitation procedure is required; otherwise, the ceiling is \$10,000. [see Education Code 44.033(b)]

4. **Services or Construction Material costing over \$5,000, but less than \$25,000:**

For single purchases of services or material, the FAC and/or the Purchasing Department shall obtain at least three written quotes, at least one of which shall be from a HUB. The Purchasing Department shall purchase the services or materials from the bidder offering the best value.

5. **Services or Construction Material costing over \$25,000:**

For single purchases of services or material, the Purchasing Department shall follow the Formal Solicitation Procedure, obtaining approval from the Board of Trustees in accordance with the Board Policy *G-2 Purchasing*, as required.

PART III

PROCUREMENT INSTRUMENTS

A. Purchase Requisitions

Purchase requisitions are used to request services, supplies, furniture and equipment. The requisition should provide a detailed description of what is needed. See Datatel Requisition Procedures, *Appendix E*, and Requisition Process Flow-Chart, *Appendix F*:

1. **Requisition Creation and Maintenance:**

In Datatel, the Requisition Maintenance (REQM) Screen is used to create or maintain requisitions. The Requisition Inquiry (RINQ) Screen can be used to track or look up information regarding your requisition.

2. **Requisition Register:**

Each day a Requisition Register is printed for all outstanding (approved) requisitions; it is date-stamped and distributed to all buyers. The buyers will process the requisitions as expeditiously as possible.

3. **Requisitions requiring additional documentation** such as invoices, registrations forms or prepaid backup must be submitted to the Purchasing Department as hard-copy.

4. **Pre-Pays:**

Prepayment of purchases is allowed for postage, subscriptions, memberships, registration fees, performers, or on a case-by-case basis when vendors do not accept purchase orders.

5. **Printing Services:**

All printing services must be publicly bid and must be coordinated through the Marketing and College Relations and Purchasing Departments.

6. **New Vendors:**

Purchases of services from vendors who are not in Datatel require a completed Internal Revenue Service W-9 form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>) and Vendor Application form (see Forms, *Appendix D*). Submit the completed forms to the Purchasing Department. The forms must refer to the requisition number assigned by Datatel.

7. **Grants:**

Requisitions using grant funding must be approved by the Restricted Accounting Office prior to being submitted to the Purchasing Department.

8. **Requisitions Requiring Bids or other Solicitations:**

For requisitions that require bids, proposals or quotes, the following additional information must be forwarded to the Purchasing Department:

- a. Any information regarding price, part number(s) or specification(s);
- b. Departments should send a list of possible vendor sources to the Purchasing Department to ensure that all interested bidders will receive a copy of the solicitation.

9. **Receiving Advice:**

All requisitions must provide proper delivery instructions, (*See Central Warehouse Services, Part V, below*)

B. Purchase Orders

Issuing the Purchase Order

1. All requisitions must be approved by the Budget Authority online.
2. After prices are obtained and the vendor selected, Purchase Orders are issued by the Purchasing Department for items listed on the purchase requisition.
3. Printed Purchase Orders are sent to the vendor and a copy is kept in the Purchasing Department.
4. Departments can track the status of their order by using the Purchase Order Inquiry (PINQ) Screen, or the Procurement Date Inquiry (DINQ) Screen.
5. Change Orders

Once a ***purchase order*** or ***blanket purchase order*** (*see Blanket Purchase Order, section C, below*) is issued only the Purchasing Department has the authority to contact the vendor and to make changes in quantity, price, specifications, *etc.* When changes to purchase orders are needed, the requesting department will contact the Purchasing Department with the changes required. The Purchasing Department will revise purchase orders in Datatel and in most cases, will forward copies of the purchase order change to the vendor and to Accounts Payable. Cost changes must be approved by the Budget Authority.

Follow-up and Expediting Purchase Orders

1. If ordered items are not received when expected, the department should contact the appropriate Buyer who will follow up with the vendor.
2. The Purchasing Department is responsible for following up and expediting orders with the vendor.

C. Blanket Purchase Orders

Blanket purchase orders are the preferred method of procuring goods and services that are required on a recurring basis from the same vendor. Contact the Purchasing Department for more information on how to establish a blanket purchase order.

Only ACC employees named in a **blanket purchase order**, will have authorization to make purchases under the blanket purchase order. Blanket purchase orders can be used in the following two ways:

1. For small purchases not exceeding \$5,000 for the fiscal year. Once a blanket purchase order is set up, departments will only need to submit an approved invoice to Accounts Payable. The blanket purchase order number must be indicated on the invoice.
2. Blanket purchase orders can be set-up for over \$5,000 when using established term contracts or price agreements and can be used for recurring purchases over a given period of time.

PART IV

VENDOR PERFORMANCE REPORT (VPR)

The vendor performance process is used to acknowledge outstanding vendors, determine poor vendors, offer solutions, improve customer relations, establish contract cancellation, contract continuance and suspend poor quality vendors from the system.

All reports of performance will be recorded on a Vendor Performance Report form (VPR) and filed in the Vendor File. On a continuous basis, Purchasing will review all transactions and evaluate the overall vendor performance. (see Forms, Appendix D) .

PART V

CENTRAL WAREHOUSE SERVICES (CWS)

A. Central Receiving

1. Merchandise delivered to Central Receiving will be processed in the order received. Items received without a Purchase Order will be held until cleared by the Warehouse Supervisor or a Purchase Order is processed.
2. When merchandise must be delivered at the campuses, the departments receiving merchandise are responsible for promptly unpacking and carefully inspecting shipments and for notifying Central Receiving by e-mail to receive the items in Datatel. Vendors cannot be paid until purchase is shown as received in Datatel.

3. Merchandise received in a knock down condition is delivered to the ordering department in that condition. Central Warehouse Services does not have sufficient staff to provide assembly or uncrating services.
4. Size and weight restrictions apply for items delivered to Central Receiving. Weight cannot exceed 2,000 lbs. per item. Size cannot exceed 78 inches in height or 120 inches in length unless special arrangements are made prior to delivery.

B. General Stores

A limited inventory of high usage items is maintained at Central Warehouse Services.

To obtain General Stores items, prepare a General Store Supply Order Form (<http://www3.austinctc.edu/it/eforms/frontpage.php?ID=BUSE.012>) and submit it directly to general stores at Central Warehouse Services. Faxed orders will be accepted at 223-1062.

Returned items must be in full unit of issue and in condition for reissue. Credit will only be issued in the same calendar month in which the merchandise was delivered. Recyclable items, such as empty laser toner cartridges should be returned to Central Warehouse Services.

C. Delivery Service / Inter-Campus Campus Mail

The internal campus mail is delivered twice daily on scheduled routes. Central Receiving provides delivery and pick up of inter-department mail, inter-campus packages and received merchandise, general stores orders and related items.

Inter-departmental mail should be sorted by campus for pick up. To assure prompt and accurate delivery, the addressee's name, department and campus must be listed on internal mail and packages. Inter-departmental mail will be delivered only to the sites listed on the attached delivery schedule. Sites not listed require U.S. mail or other means of delivery. Inter-campus mail should be considered as routine delivery.

Delivery personnel may not wait while departments check in orders. Please sign for the number of packages and notify Central Warehouse Services of any discrepancies, in writing, within 48 hours of delivery.

D. U.S. Mail Service

1. First, second and third class mail are metered at the Service Center. Mail to be metered must be received at the Service Center no later than 4:30 P.M. daily for same day delivery to the U.S. Post Office. Metered mail is delivered to the post office once a day by 5:30 P.M.
2. Large mailings and bulk mailings must be scheduled with the mailroom to assure adequate meter postage is on hand and adequate personnel are available.
3. Mail is prepared and metered per the instructions on the postage charge slip, which is available from the mailroom; this slip must accompany all mail with the GL account number. Enter insured amounts for valuable shipments via the postal system or UPS.

Please Help Us With Timely Processing of Mail:

- Assuring the mailing address is valid
- Sealing overstuffed envelopes
- Sealing manila envelopes

- Preparing return cards for any certified or registered pieces
 - Stamping book rate pieces
 - Identifying international mail separately
 - Assuring large mailings are at the Central Warehouse Services early in the day and that postage funds are on hand
 - Assuring that all mail has a valid return address
 - Assuring all mail pieces have a completed postage charge slip attached
4. Personal Mail Will Not Be Handled.
 6. Express Package or Next Day Outbound Delivery
For this service, use one of the following: UPS, FEDEX, LONESTAR, USPS (next day)

E. Fleet Management

The Central Warehouse Services is the contact point for limited fleet management for the College. All vehicle titles and vehicle data are held at Central Warehouse Services. Central Warehouse Services is responsible for obtaining title, registration and license plates. Forward receipts of road vehicle titles to Central Warehouse Services along with a copy of the registration. Vehicles require an asset control number.

Gas cards for vehicles may be obtained through Central Warehouse Services. A form is required that lists vehicle, gas type and usage and operator information. Forms and instructions are provided upon request. Users are responsible for gas cards when issued and must provide the accounts payable office with all gas receipts. Failure to furnish receipts will result in cancellation of the gas card.

All service and maintenance of ACC vehicles should be performed by the current fleet maintenance contractor. Contact Central Warehouse Services at 223-1042, for information on the current contract.

Proof of Insurance cards are required in each vehicle. Contact the Risk & Insurance Management Department at 223-1033, for proof of insurance cards.

F. Moving Services

Moving services are offered by Central Warehouse Services. There are two types of moving services available: small moves which are handled by Central Warehouse Services staff, and large moves which are outsourced. When outsourcing is required the requesting department must contact the Purchasing Department.

Moving services are requested via the Property Management Form located at: <http://www3.austincc.edu/it/eforms/frontpage.php?ID=BUSE.011> All items to be moved must be listed on the form. Central Warehouse Services must have adequate lead time to schedule moves. A minimum of one week is requested. In-house moves of asset numbered items must be documented by the Property Management Form and submitted to the Central Warehouse Services.

Desks, file cabinets, bookcases and similar equipment must be emptied and the contents placed in closed boxes. Boxes should never weigh more than 50 lbs. Equipment that will not pass through doorways, including elevator doors, must be disassembled by Building Maintenance. Items to be moved must be marked with destination information of department, site, building and room number, name of requestor.

Requests for movement of flammable/hazardous materials or personal items will be evaluated prior to approving the move. Contact the Risk Management at 223-1033, for instructions on handling flammable/hazardous materials.

PART VI

FIXED ASSETS

Generally accepted accounting principles (GAAP) define *fixed assets* as items that are tangible in nature, have a useful life of one year or longer and are reasonably identifiable and controllable. They may include land, buildings, machinery, furniture and other equipment that are held or used over a long time. "Fixed" does not mean immobile, although some assets such as land and buildings are basically immobile. Instead, "fixed" denotes that the item is not consumable like material and supplies.

- A. Items or equipment with a unit cost of \$500 or more, including shipping cost, and with a useful life of more than one year, are considered *fixed assets*.
- B. All purchases of *fixed assets* (equipment and furniture) and software should be shipped to Central Warehouse Services; however, if items must be shipped directly to a campus because of size or bulk the responsible department must notify Central Warehouse Services to receive the equipment in Datatel and tag it as a fixed asset.
- C. Assignment of ACC asset control numbers:
 - 1. All items which have a monetary value at, or in excess of \$500, shall be assigned an asset control number by Central Warehouse Services.
 - 2. The property shall be marked with a bar-coded label bearing the legend "Property of Austin Community College" and the appropriate asset number.
 - 3. The tagged property shall be delivered to the ordering department. The delivery person shall verify all data as to the campus, building, room and department when the property is delivered.

Refer to the Asset Management website at:

<http://www.austincc.edu/busdept/asset/index.htm> , for further information on Asset Management

Purchasing Customer Handbook

Appendix A

GLOSSARY OF TERMS

Aggregate Rule: purchases of goods or services for which the college expends \$10,000 or more in a 12-month period. The Purchasing Department shall identify categories of purchases which exceed \$10,000 in the aggregate.

Award: Acceptance of a bid or proposal from a vendor resulting in a purchase order or contract.

Best Value: In determining best value for the college, the college is not restricted to considering price alone, but may consider any other factor stated in the selection criteria of a solicitation document.

Blanket Purchase Order: A purchase order with a vendor for a specified time period, specific commodity, and an estimated quantity to be delivered as requested.

Fixed Assets: Items that are tangible in nature, have a useful life of one year or longer and are reasonably identifiable and controllable. For further information, refer to the Asset Management website:
<http://www.austincc.edu/busdept/asset/index.htm>

F.O.B.: A delivery term meaning "free on board" at a named place. Generally the named place is where the merchandise title passes from the seller to the purchaser and which ever party holds title in transit is the party responsible for damages, losses, and the filing of claims.

Historically Underutilized Business (HUB): *See:* Texas Historically Underutilized Business and/or Minority / Woman-Owned Business

Invitation for Bids (IFB): A written formal request for submission of a bid; also referred to as a bid invitation.

Life-Cycle Costing: A procurement technique which considers operating, maintenance, acquisition price, and other costs of ownership in the award of contracts to ensure that the item acquired will result in the lowest total ownership cost during the time the item's function is required.

Payment Terms: ACC's standard payment terms are Net 30 days.

Examples: Net 30 - Payment due net 30 days from invoice date.
 Net 10 - Payment due net 10 days from invoice date.
 2% 10/Net 30: 2% discount if paid within 10 days of invoice date. After 10 days, Net 30 applies.

Personal Property: Also called tangible personal property, means property that can be seen, weighed, measured, felt, or otherwise perceived by the senses, but does not include a document or other perceptible object that constitutes evidence of a valuable interest, claim, or right and has negligible or no intrinsic value. *See* Property Tax Code, Subtitle A, Chapter 1, Section 1.04 (5).

Proof of Cost: A *pro forma* invoice, order form, *etc.*, which includes the price to be paid and the address where payment is to be sent. Commonly referred to as a quote.

Purchase Order: a purchasing document consummating a purchase which acts as a contract when accepted by the vendor and that states the terms and conditions of the desired purchase (*see also*, Purchase Contract)

Purchase Contract: A legally binding agreement between two or more parties.

Request for Offer (RFO): To be used in the cooperative or DIR purchasing programs by contacting qualified vendors for offers or quotations of prices.

Request for Proposal (RFP): A written solicitation for goods or services acquired by means of a formal competitive sealed proposals procedure. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award. This can be a single or two-step process.

Request for Quotation (RFQ1): The type of solicitation generally used when seeking competition on small purchases or for any purchase that does not require competitive sealed bidding.

Request for Qualifications (RFQ2): The type of solicitation that has vendor requirements for certifications, licenses or experience levels and pricing as for time and materials.

Solicitation: An invitation for bids, request for proposals, or a request for quotations/offers.

Specification: A description of what ACC expects or requires and what a bidder or proposer must offer.

Texas Historically Underutilized Business (HUB) and/or Minority/Woman-Owned Business (MBE / WBE): A HUB is defined as a profit-making corporation, sole proprietorship, partnership or joint venture in which at least 51% of the shares of stock or equitable securities are owned by one or more persons who are members of one or more of the following groups or a business with sole ownership of an individual who is a member of one or more of the following groups:

- Black Americans - includes all persons having origins of Black racial groups of Africa;
- Hispanic Americans - includes all person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish/Portuguese culture or origin, regardless of race;
- Asian Pacific Americans - includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Territories of the Pacific, or the Northern Marianas; and Subcontinent Asian Americans which includes persons who origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal;
- Native Americans - includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians; and
- American Women - includes women of any ethnicity, except those specified above.

In addition, the eligible group member or owner must exercise control over the daily affairs of the business and be active in routine management and administration of the business.

Purchasing Customer Handbook

Appendix B

Procurement Card Procedure Manual

Authority

The Austin Community College Procurement Card Program (the Program) is primarily governed by Board of Trustee Policy G-2, Purchasing (Rev 10/03/2005.) The full text of these documents can be found on ACC's website. Please note, however, that Policies and Administrative Rules are subject to change and each Cardholder will be responsible for the current version of Board Policies and Administrative Rules.

Primary Objective

The Procurement Card is designed to make the purchase of small dollar items easier. In this context, small dollar items are those which cost less than \$500 and for which will not exceed \$1,000 in any calendar month. For recurring and large purchases, end users must use the normal purchasing process (requisitions, purchase order, blanket purchase order.)

The intent of the program is to replace the use of purchase orders for small-dollar items and provide a simple mechanism for prepaying certain expenses (e.g., registrations and subscriptions.)

Goals

The goals in establishing this program include:

- Allowing departments to acquire goods and supplies in a timely manner
- Increased vendor satisfaction
- Reducing departmental disputes with vendors
- Eliminating many small-dollar purchase orders
- Reducing the number of checks issued
- Providing information that might allow Purchasing to negotiate discount processes
- Allowing all areas to focus their efforts on higher dollar/exposure items

Controls

ACC's Procurement Card program utilizes both internal management controls and a number of management reports designed to ensure that procurement cards are being used in accordance with policies and procedures. The internal management controls are inherent in the policies and procedures of this user's guide. Management reports are used by Purchasing, Accounting and Internal Auditing to monitor card use for compliance with these procedures.

The responsibility for card control rests solely with the cardholder. The policies contained in this guide are designed to protect both the card user and ACC. It is considered a privilege to participate in this program and it is expected that these policies will be followed.

Cards are issued to an individual. The employee whose name appears on the card is the **only** authorized user and has sole responsibility for use of the card. If a department card is issued, the Budget Authority has sole responsibility for the card. The Budget Authority is allowed only one card, either under the Budget Authority's name or the Department, but not both.

The cardholder must understand that purchases made will not be immediately encumbered on the GL account. Therefore, it is most important that users do not make charges in excess of available funds.

Personal use of the Procurement Card is strictly forbidden. All purchases made on the card must be for official College business. Any cardholder making an unauthorized purchase will be held personally liable for reimbursing the college for the amount of the purchase including any sales or excise tax included during the process. Misuse of the card will result in revocation of the card, may cause disciplinary action up to termination, and possible filing of criminal charges.

Responsibility

The Program Administrator is the Director of Purchasing. In addition to the Director, program support is available for problems and questions.

The Program Administrator or support staff should be contacted if any of the following occur:

- Questions regarding Procurement Card procedures and guidelines
- Problems encountered with card use or vendor authorization
- Lost or stolen cards
- Cardholder transfer, relocation, or termination

How to Obtain a Procurement Card

The Procurement Card program will be available to selected College departments with the card actually issued to an employee.

- Obtain supervisor and budget authority approval.
 - Familiarize yourself with the rules and regulations governing the use of the procurement card.
 - Complete a mandatory training session. Registration for training is handled through the Professional Development website.
 - Once training is satisfactorily completed, an application will be available to you.
 - Complete applications will contain your name, title and social security number, as recorded in Human Resources Department.
 - In addition, the application will require your telephone number, e-mail address, primary General Ledger Account, your signature and that of your Supervisor and Budget Authority.
 - Applications contain sensitive information and should be transmitted to Purchasing in the most secure manner.
 - When you receive your card, you will sign an agreement stating that you will follow the rules and guidelines for use of the card and that you understand fully the consequences of not doing so.
-

Guidelines for Use the Card

- The Procurement Card works like a credit card.
 - You should use the card for purchases that were formerly processed as confirmation or speed purchase orders.
 - Each card will have a dollar-limit for purchases, which will be based on your department's needs.
 - All purchases must be made in compliance with ACC financial policies and procedures.
 - As a cardholder you are responsible for all charges made to the card. Therefore, keep your card secure and protected at all times.
 - Use of the card is restricted to **only** the cardholder. Delegation of the card is not allowed! As with all purchases, the card should be used only for those purchases that are in the best interest of the College.
 - Use of the card for personal purchases is strictly prohibited.
-

Card Limits

- Purchases using the Procurement Card are limited based on your budget.
- Each card will have associated with it a monthly cycle spending limit. The standard maximum dollar amount limit per transaction is \$500.00. The standard maximum dollar amount limit for a monthly cycle is \$1,000.00.

- This limit can be based on your spending needs and will be adjusted by the Procurement Card Administrator. Each card user will be notified of these limits when the card is issued.
- Transactions for more than the card's limit will be denied at the point of sale.

If a card purchase is more than the transaction limit, the purchase should not be split up to bypass the rule. This could result in loss of card privileges.

Examples of items that SHOULD be purchased with the card include:

- In general, all ACC purchases of goods for under \$500.00 that are not otherwise subject to ACC Administrative Rule 7.02.001
 - Single-year subscriptions
 - Supply purchases not covered under contract
 - Equipment rental and repair
 - Repair parts
 - Books, periodicals, article reprints, video tapes, audio tapes
 - Copying services
 - Postage
 - COD orders
-

Examples of items that CANNOT be purchased with the card include:

- Gift Cards
- Alcoholic Beverages Items for resale
- Ammunition
- Capitalized or Inventoried items access
- Cash advances
- Cash refunds
- Consultant services
- Contract Items
- Computers
- Purchases over single transaction limit
- Controlled substances
- Flowers
- Fuel
- Furs
- Insurance
- Internet unless you have secure/encrypted access
- Items for resale
- Insurance
- Jewelry
- Personal purchases
- Printing
- Purchases over single transaction limit
- Software
- Surety Bonds
- Taxes
- Travel Expenses
- Witness Expenses

Keep in mind that a contract or grant account may restrict the purchase of certain items not listed within.

The cardholder and budget authority must obtain special written authorization from the Procurement Card Administrator (Director of Purchasing) if the need arises to make a purchase of any item on this list. This request and authorization will be in writing. The Procurement Card Administrator has the sole authority to approve or deny any and all requests.

Sales Tax

Sales tax may not be paid on any purchase. The cardholder is responsible for ensuring that sales tax is not applied to the card. The cardholder can obtain a sales tax exempt form from the purchasing website to use when shopping. The tax ID number is listed on the procurement card. If sales tax is applied to the card for any purchase, the cardholder must contact the vendor to have the tax credited back to the account or personally reimburse the college for the amount of the tax.

Shipping and Receiving

The cardholder is responsible for ensuring receipt of goods and services and following up with vendors to resolve any problems with damaged goods, discrepancies and delivery issues. Absolutely no shipments are to be delivered to personal residences. Orders are to be delivered to the cardholder's department. If delivery is to be to the SVC warehouse, the warehouse must be notified of the delivery prior to the delivery date.

How to Use the Card

The Procurement Card works like a credit card. Make purchases only for products approved by the Procurement Card guidelines. The cardholder is responsible for obtaining a receipt as documentation of the purchase. All receipts are retained by the cardholder and turned in with the monthly expense report. When an itemized receipt is not available, itemized supporting documentation must accompany the receipt. In many cases, when placing orders by phone or fax, the packing slip may provide the itemization needed. Always request a receipt or packing slip when placing phone orders. For online orders, make sure to print the confirmation order page. Review all receipts and documentation to ensure that merchant did not charge sales tax. Hold receipts until the monthly billing cycle ends. Receipts are to be turned in with the monthly expense report.

When to Submit Documents Concerning Your Card – Expense Report

- Cardholders will process monthly expense reports at the closing date of the monthly cycle for every month. Failure to return the report and receipts by the 15th of the month will result in temporary card suspension.
 - For the monthly expense report from SDOL, use the billing cycle option instead of choosing dates. Select the PDF version for the report.
 - Match the billing cycle expense report to the receipts on hand.
 - Obtain copies of any missing receipts.
 - Verify that all receipts and amounts on the expense report are valid.
 - Ensure that all credits, disputes and returns have been applied appropriately.
 - Sign and date expense report.
 - Have budget authority review report, sign approval and date for submission.
 - Send the monthly Expense Report, with the original receipts attached, to the Purchasing Department.
-

Budget Authorities are to review and verify appropriateness of purchase

The budget authority will review the expense report against the receipts to ensure that all receipts are accounted for and all charges fall within budgetary guidelines. The budget authority is responsible for insuring that procurement card transactions do not overdraw the departmental budget. The budget authority is to reconcile the receipts to the expense report. After reconciliation, the budget authority must sign, date and forward the expense report to the Purchasing Department within two days of receiving it from the cardholder.

How to Report a Lost or Stolen Card

You must report a lost or stolen Procurement Card immediately, to both the issuing bank's Customer Service Department and the ACC Program Administrator. Prompt notification will help protect ACC against fraudulent use. Call JP Morgan Chase at 1-800-890-0669. Call the Purchasing Department at 223-1050 or 223-1044. Complete the Lost/Stolen Procurement Card Notification form and submit this to the Purchasing Department. The form can be found on our Purchasing Website in our Purchasing Handbook, Appendix D.

How to Handle Returns, Credits and Disputes

If you have a problem with a purchased item or billing resulting from use of the card, you should try to resolve it with the supplier or merchant. In most cases, disputes can be resolved directly between the cardholder and supplier.

If you need to return a purchased item for any reason, please send the item back to the supplier. Request a credit to your Procurement Card account. The merchant has 30 days from receipt of the returned item to credit your account. You are responsible for verifying that the credit appears on a subsequent statement.

If the dispute cannot be resolved with the supplier, contact the ACC Procurement Card Administrator who will direct you to the dispute and resolution contact at JP Morgan/Chase.

Cardholders are not allowed to receive cash refunds for returned merchandise. Request the vendor apply all credits to the cardholder account.

Requesting Changes to Your Procurement Card

Changes may be made in the limits set, name/address of employee or supervisor. To request changes to the card, the cardholder should submit account information with the change requests to the Procurement Card Administrator. Requested changes must be approved and signed off by the cardholder's Budget Authority.

Changes to the card limit will not be made while in the store at the checkout counter. It will be the card holder's responsibility to ensure that purchases do not exceed the monthly limit set for the card by checking the limit prior to shopping. If a purchase must be made that exceeds the monthly limit, it must be approved by the Procurement Administrator prior to the purchase.

Handling Employee Terminations and Their Cards

Budget Authorities are responsible for contacting the Procurement Card Administrator when an employee (card holder) is leaving the college and terminating employment. The Budget Authority will obtain a final expense report and the card from the employee cutting it in half, using a scissors. This report and the cut-up card will be returned to the Purchasing Department immediately.

Cardholder Liability

Consequences of Card Misuse will result in temporary or permanent suspension of card privileges, disciplinary action up to termination, and possible filing of criminal charges. Card misuse includes personal purchases, fraudulent activities, unauthorized purchases or use of a card that you are not authorized to use

Failure to obtain copies of lost receipts:

When the expense report is submitted, it must include a receipt for every purchase listed on the report. If there is a missing receipt, the cardholder must make every attempt to obtain a duplicate receipt or packing/receiving slip from the vendor. If this is not successful, a memo will be required to verify and approve the purchase was for ACC business. The cardholder and budget authority signatures are required on the memo.

Recurrence of lost receipts:

If a cardholder turns in successive expense reports with missing receipts, the consequences will be to revoke privileges. A 2nd occurrence will result in card suspension until the receipt is found and turned in to the Program Administrator in Purchasing. A 3rd occurrence will result in suspension of the card until card holder completes retraining.

Late Reports:

The cycle closes on the 5th of each month. Reports will be expected by no later than the 15th of each month. A report, including all receipts, must be submitted on time and signed by the budget authority.

Late reports will not be tolerated. A cardholder who submits a late report after the due date will have their card suspended for the remaining billing cycle. Repetitive late reports will result in permanent suspension of the card for the full fiscal year and/or beyond:

- Two late reports: Card will be suspended until retraining is completed.
- Three late reports: Card will be permanently suspended.

Purchasing Customer Handbook

Appendix C

Formal Solicitation Procedure

Formal Solicitations¹ are required for all purchases of personal property and purchases of services (including technical services, professional services, and consulting services) which exceed \$10,000 in the aggregate for a 12-month period.

All construction projects shall be solicited in strict accordance with Texas Education Code Subchapter B.

A. The minimum requirements for this procedure are as follows:

- Identify Needs;
- Prepare *specifications*;
- Develop the solicitation document;
- Advertise;
- Receive, review and evaluate responses;
- Recommend award;
- Obtain Board approval, as required;
- Execute contract / issue purchase order;
- Administer contract and vendor performance review;

The minimum time requirement for most *Invitations for Bids* is four (4) weeks.

The minimum time requirement for *Requests for Proposals* is two (2) months.

B. Preparing Descriptions, Specifications or Scopes of Work

The originating department is responsible for providing the necessary specifications or sufficient information for specifications to be written. Vendor literature should be attached to a funded requisition.

Specifications must describe the article or service clearly and in detail to ensure the correct product or service is ordered. Specifications must provide for open competition in bidding and permit procurement of standard products rather than special manufactured products.

C. Public Notice Requirement

Subject to applicable law, the Purchasing Department shall cause a notice to be published in a newspaper of general circulation and business publications with a *HUB* readership within Travis and Williamson Counties, Texas. The notice shall state: (i) the time when and the place where contracts will be let and bids opened, and (ii) give a description of the Personal Property or Services or categories of Personal Property on which bids will be received (or refer to where a detailed description of Personal Property or Services may be obtained).

¹ Formal solicitations, generally advertised, include such processes as Invitations for Bids (IFB), Requests for Proposals (RFP), Requests for Qualifications (RFQ), Requests for Information (RFI), Request for Offers under the State of Texas Catalog Information Systems (RFO-CISV), and others.

D. Late Responses

No response will be considered which is received after the date and time specified for submission of responses.

E. Rejection of the Bidder and Award to One Who is Not Lowest Bidder

In regard to competitive sealed bids and competitive sealed proposals: there is no requirement in state law that a bid/proposal for personal property be awarded to the lowest bidder; however, a decision to award to a bidder other than the lowest bidder must reflect the exercise of sound discretion by the college. Any time the lowest bidder is not accepted a detailed explanation shall be provided, maintained and noted, on the bid/proposal evaluation sheet.

Criteria for selecting a bid/proposal higher than the lowest bid/proposal might be:

- The item or service bid/proposal does not meet specifications, to the invitation to bid, or to the general instructions;
- The bidder is not responsible (vendor integrity documented by record of past performance);
- The bid/proposal is awarded because of a bidding preference law (*see e.g.*, Education Code Subchapter B, § 44.042);
- The financial and technical resources of the bidder are not adequate to service the contract;
- There is evidence of noncompliance with public policy or federal or state laws;
- Delivery or service requirements create the need for award to a local vendor;
- The reputation of the vendor.

F. Evaluation of Responses

Generally, all responses received will be opened and evaluated by the Purchasing Department in consultation with an evaluation team and a recommendation of award made based upon Best Value as defined in Texas Education Code Subchapter B, 44.031(b)(1-8):

"Except as provided by this subchapter, in determining to whom to award a contract, the district may consider:

- (1) the purchase price;
- (2) the reputation of the vendor and of the vendor's goods or services;
- (3) the quality of the vendor's goods or services;
- (4) the extent to which the goods or services meet the district's needs;
- (5) the vendor's past relationship with the district;
- (6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- (7) the total long-term cost to the district to acquire the vendor's goods or services; and
- (8) any other relevant factor specifically listed in the request for bids or proposals."

Award will be made only upon execution by the Director of Purchasing of a ***purchase order*** or ***contract***.

1. Evaluation of Bids

After opening, the bids shall be tabulated and evaluated by the assigned buyer in Purchasing Department and an apparent low bid tabulation completed. At the bid opening, the lowest dollar bid or "best value" should not be assured to be the successful bid. A number of other factors may cause another bid to be selected, such as:

- 1.1 not responsive to specifications on bid documents
- 1.2 Poor vendor performance
- 1.3 Financial/technical resources of vendor
- 1.4 Delivery/service requirements.

The final responsibility for bid evaluation rests with the Purchasing Department. However, the requesting department's assistance is required in determining whether highly technical or complex bids meet specifications.

2. Evaluation of Proposals

Evaluation of a Request for Proposal (RFP) will be accomplished using an evaluation team recommended by the Purchasing Department. The team shall evaluate the proposals and submit its recommendation to the Director of Purchasing and/or Board of Trustees for final approval. All team members must execute a Non-Disclosure form prior to the first evaluation meeting. *See Forms, Appendix C.*

Award will be made to the vendor offering the best value to the college after consideration of all evaluation criteria published in the RFP. The Purchasing Department will establish evaluation criteria, which will be published in the solicitation document. Neither evaluation criteria nor evaluation scores may be released until after award of the contract. The evaluation committee shall evaluate all proposals received in accordance with the evaluation criteria.

G. Tie Bids

Tie bids and ties for other solicitations shall be awarded by the drawing of lots.

H. Reciprocity:

Regarding consideration of out-of-state bids

The reciprocity requirement in the award of state contracts was created so that bidders from other states would face the same under-bid requirements in Texas contracts that Texas bidders would experience from bidding on comparable contracts in those states.

The College is required to evaluate bids/proposals received from nonresident bidders according to the bidding preference law of the state in which the nonresident bidder's principal place of business is located. Some states have various bidding preference laws in connection with certain types of businesses located and/or products produced within those states. Accordingly, the College is required to award a contract to a bidder/proposer whose principal place of business is located in Texas, if none of the out-of-state bidders/proposers submit lower bids/proposals than a resident (Texas) bidder/proposer by the percentage stated in the bidding preference laws of the other state(s). (A summary of the bidding preference laws of other states is published each year in the Texas Register.)

I. Bidder Protests

1. Rights

Any bidder who is aggrieved in connection with a procurement may protest to the Director of Purchasing.

2. Notification

The protest shall be submitted in writing and received in the office of the Director of Purchasing within ten (10) calendar days after the aggrieved knows or should have known the facts giving rise thereto.

3. Resolution

The Director of Purchasing shall review and determine validity. If a mutual resolution is not made, then the protest shall be submitted to the Vice President of Business Services.

4. Authority

The Vice President of Business Services shall have the authority to take any action to resolve the protest and shall issue a determination relating to the protest stating:

- 4.1 the reasons for the action; and
- 4.2 the protestant's rights to appeal to the Board of Trustees.

APPENDIX D

FORMS

(attached alphabetically)

Lost or Stolen Purchasing Card Notification

Required Information	Record in this column
Enter the name the card was issued to	
Enter your card number	
Enter the ACC budget number assigned to this card	
Enter your department name and location	
Enter your supervisor's name and telephone number	
Indicate whether the card was lost or stolen	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed Provide a full account of the events:

Notified law enforcement If yes, who: _____ on this date: _____

Call bank at 888 297-0778 or 800 316-6056 Ext 7440 (Team E)

Call ACC Purchasing Card Coordinator at 512/223-1056

Cardholder Signature _____

Supervisor Signature _____

For ACC A/P use only:

Austin Community College

NON-DISCLOSURE STATEMENT

I, _____, the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by the commitments contained herein.

I am acting at the request of the Austin Community College District, as a participant in the _____ (subject matter of the solicitation) _____ procurement process for submissions received in response to _____ (solicitation number) _____.

I am acting of my own accord and am not acting under duress. I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with the above-referenced solicitation from any involved respondent in return for any kind of favorable consideration. I have no preconceived position on the relative merits of any of the solicitation responses, nor have I established a personal preference or position on the worth or standing of any respondent participating in this solicitation process.

I agree not to disclose or otherwise divulge any information pertaining the above-referenced project, nor to the contents, status, or ranking of any submission to anyone other than the Purchasing Department of Austin Community College District. I understand the terms "disclose or otherwise divulge" to include, but are not limited to, reproduction of any part or portion of any solicitation documents accessible to me, including any specifications upon which I have consulted and/or advised, reproduction of any part or portion of any proposal or bid or other submission document, or removal of same from designated areas without prior authorization from the Austin Community College District Purchasing Department or other files. If I should be or become an evaluation team member, I agree to perform any and all evaluations regarding the above-mentioned project in an unbiased manner, to the best of my ability, and with the best interest of the Austin Community College District paramount in all decisions.

(Signature)

(Date)



Purchasing Card Cardholder Agreement

Card No: _____

I, _____, hereby acknowledge receipt of the above-captioned Procurement Card and of Procurement Card Training completed on _____. I have been provided and have read, a copy of the College's Purchasing Card Procedure Manual. I understand the policies and procedures covered thereby, accept my responsibilities as a Purchasing Cardholder, and agree to agree to abide by all the terms and conditions, policies and procedures governing the Procurement Card.

Please read the following and acknowledge your understanding and acceptance thereof by initialing each line. I further understand that:

INITIAL EACH LINE

- _____ a. I may only use this card for purchases that are approved by the appropriate Budget Authority and that I have authority to make. I agree not to use the card for any personal purchases.
- _____ b. This card may not be used by anyone other than myself, under the conditions described in the Purchasing Card Procedure Manual. If the card becomes lost or stolen, I will immediately notify the issuing bank, then the ACC Purchasing Department and my Supervisor and Budget Authority.
- _____ c. I will not make any purchases with the card unless there are adequate funds available in my department's budget to pay for the purchase.
- _____ d. The College may audit the use of this card and report any misuse or discrepancies to the appropriate Budget Authority and to my supervisor.
- _____ e. Any charges made by me with this card are duly authorized and constitute valid and binding obligations of the College, enforceable against the College.
- _____ f. Purchases made by me shall not result in the violation of any applicable law, regulation, ordinance, judgment, decree, order, policy or procedure.
- _____ g. If I use this card in violation of the College's policies and procedures or in violation of this Agreement, I may be subject to disciplinary action, up to and including termination of my employment with the College.

INITIAL EACH LINE

_____ I agree that the College may deduct from my future paychecks any amount owed to the College through my improper, inadvertent or accidental use of the Procurement Card. This amount will be no greater than the amount of any improper purchases made by me with the card. I also agree to allow the College to collect any amount owed by me even if I am no longer employed by the College.

_____ I understand that the College may terminate my right to use this card at any time for any reason. I agree to return the card to my supervisor immediately upon request or upon termination of my employment in the department/division where I am currently employed.

_____ I acknowledge receipt of a copy of this Agreement and confirm that I have read and understand the terms and conditions of the Purchasing Card Procedure Manual.

Cardholder:

Printed Name: _____ Signature: _____

Datatel ID.: _____ Phone Number: _____ Date: _____

Employee Supervisor:

Printed Name: _____ Signature: _____ Date: _____

Budget Authority Approval:

Printed Name: _____ Signature: _____

Title: _____ Phone Number: _____ Date: _____

GL Account: _____

**Purchasing Card Transactions Log
For Department Use Only**

Employee Name: _____ Card # _____ Department _____

Employee Telephone: _____ e-Mail: _____

Item	Transaction Date	Supplier Name	Transaction Amount	GL Account (14-digits)	G/S*	Summary of Goods/Services Purchased
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

*G = Good; S= Service (Required for 1099 determination)

Sole Source Request

1. Name of Dept: _____
Rm. #/Campus: _____
Requesting Person: _____
(Please Print)

2. Vendor Name: _____
Requisition #: _____

3. Describe Item/Service to be procured: _____

4. State why no other item/service can perform the same function(s): _____

5. Indicate unique design/performance feature(s) of the item/service that are essential to your requirements: _____

6. Indicate what other suppliers/users were contacted: _____

7. Reason for Sole Source Request
- _____ A. Compatibility of equipment, accessories, or replacement parts
 - _____ B. Competition is precluded because of the existence of patents, copyrights, secret processes, or natural monopolies.
 - _____ C. Film, manuscripts, or books from publisher
 - _____ D. State contract, cooperative purchasing agreement
 - _____ E. Other (Please describe condition)

8. I certify that a sole source procurement exists.

- _____ A. Requesting Person _____
(Signature and Date)
- _____ B. Budget Authority _____
(Signature and Date)
- _____ C. Next Level of Authority _____
(Signature and Date)

Attach manufacturer's sole source statement and other supporting documentation and submit the form and documentation to the Purchasing Department.

Purchasing office comments: _____



VENDOR APPLICATION

Please complete the following information and return to Austin Community College District, Purchasing Department, 9101 Tuscany Way, Austin, Texas 78754, Phone (512) 223-1300, Fax (512) 223-1902

*Required fields must be completed in order to process a business application

Please attach an IRS form W-9 and return it with this application.

NOTE: For an individual, do not complete the business/company fields on either document.

*COMPANY _____

* PERSON'S NAME _____

*FEIN/SSN _____ COMPANY REPRESENTATIVE _____

*STREET ADDRESS/PO BOX _____

*CITY _____ *STATE _____ *ZIP _____

*PHONE (____) _____ *FAX (____) _____ OTHER (____) _____

*REMITTANCE ADDRESS & PHONE NUMBER _____

(If different from above)

*PHONE (____) _____

WEBSITE ADDRESS _____ EMAIL _____ @ _____

Please check all appropriate boxes in each section:

- 1. *Application Set-up: [] New Vendor Request [] Individual - non-business [] Information Change/Update [] Alternate Address/Phone Addition
2. Business type: [] Sole Proprietorship [] Partnership [] Joint Venture [] Corporation [] Non-Profit [] Governmental Agency [] Educational Institution [] Professional Organization [] Dealer [] Manufacturer [] Jobber [] Retailer [] Publisher [] Small Business
3. *Is your business currently certified as a Historically Underutilized Business (HUB)? [] Yes [] No
If yes, with whom? [] City of Austin [] Travis County [] Capital Metro [] State of Texas
Please indicate type:[] African-American Female (01) [] African-American Male (02) [] Hispanic Female (03) [] Hispanic Male (04) [] Asian Pacific Female (05) [] Asian Pacific Male (06) [] Native American Female (07) [] Native American Male (08) [] Non-Minority Female (09)

Please attach a copy of your current certification.

- 4. Do you accept purchase orders? [] Yes [] No Must a check accompany the purchase order? [] Yes [] No

*Authorized Signature _____ *Title _____

*Printed Name _____ *Date _____

-----FOR INTERNAL USE ONLY - DO NOT COMPLETE-----

VENDER ID _____ DATE ENTERED _____ INITIALS _____

VENDOR PERFORMANCE REPORT (VPR)

Mission: To establish and improve vendor rapport and contract management.

How to attain the mission:

- Acknowledge excellent vendors
- Recognize poor performance
- Resolve any issues, concerns, or challenges
- Remove or suspend vendors with poor performance or non-performance

General instructions:

Complete the form below to report exemplary or unsatisfactory vendor performance. Please provide as much information. Include the representative's name, date and time of conversations (if available), provide documentations (if any), and include other relevant information. Forward the completed form and documents to Purchasing Dept.

◇ Compliment ◇ Concern

Vendor name: _____ Vendor Code: _____

Representative: _____ Incident date and time: _____

Contract #/Po#/Blanket #: _____

Comments

Was the company contacted for the problem? ◇ Yes ◇ No If yes: Date of contact: _____

Representative that was contacted:

Actions taken to correct the problem:

Was the problem handled appropriately and promptly? ◇ Yes ◇ No

If no, please explain:

FROM:

Name: _____

Phone #: _____

Department: _____

E-mail: _____

Date: _____ ****Your kind effort is appreciated.****

Purchasing Customer Handbook

Appendix E

Datatel Requisition Procedures

(USER INTERFACE)

A. Creating a DataTel Requisition

1. Go to the REQM Screen

2. TYPE "A" to add and hit ENTER twice to assign number automatically
3. Enter your Initiator ID or Name
4. Enter the desired date if needed
5. Enter the Vendor ID or Vendor Name for a lookup

- Make sure the address is correct
- If it isn't, detail on Address line to see if the address you need is listed

REQM-Requestion Maintenance

ADDRESS RESOLUTION
using ADDRESS, View: ADDRESS

Seq	Address Lines	Status	Residents	Type
1:	PO Box 1067 Charlotte, NC 28201-1067	OFFICE DEPOT		Mailing
2:	2209 Putland Dr Austin, TX 78758	OFFICE DEPOT		Purchase O
3:	P O Box 70049 Los Angeles, CA 90074-00	OFFICE DEPOT		Check Addr

Controller LookUp Resolution
Seq Number, (F)lag, (S)ort/Select: Page 1/3

- If address is not in the system, then complete the Vendor Application Form at the Purchasing Website (<http://accweb.austincc.edu/accforms/formsfrontpage/vendorapp.html>)

6. Enter the Ship To location by detailing in to the RQSM screen and inserting a blank address line

REQM-Requestion Maintenance RQSM-Requestion Ship To Maint

Requisition: Status: Status Date:
Vendor: OFFICE DEPOT

Ship To Code: CR
Shipping Name: CENTRAL RECEIVING - ACC
Shipping Address: 1 9101 Tuscany Way
2 SVC Rm 157
CSZ: Austin TX 78754
Shipping Phone: 512-223-1052 Ext:

Controller Address: Adding Value 2

- The system will automatically default to Central Receiving
- Only large items such as furniture, heavy equipment, etc., will be delivered directly to the campuses. Pick the campus you want by using "... " in the shipping line and picking the campus location code from the list

REQM-Requestion Maintenance

FILE RESOLUTION (Standard)
using SHIP TO CODES, View: SHIP TO CODES

Seq	Item ID	Description
1:	11	N/A Not Applicable
2:	CR	CENTRAL RECEIVING - ACC
3:	CY	CYPRESS CREEK CAMPUS-ACC
4:	DA	Do Not Use
5:	ER	Do Not Use
6:	EV	Eastview Campus-Acc
7:	HB	Highland Business Center-Acc
8:	NR	NORTHEDGE CAMPUS-ACC
9:	PI	PIDGANGLE CAMPUS-ACC
10:	PE	Peach St Office Bldg.-Acc
11:	RC	RCC CAMPUS/ATTACHE BLDG-ACC
12:	RG	RIO GRANDE CAMPUS-ACC
13:	RD	Do Not Use
14:	RV	RIVERSIDE CAMPUS-ACC
15:	SA	South Austin Campus
16:	SV	Service Center

Controller LookUp Resolution: Page 1/1
Seq Number, (F)lag, (S)ort/Select:

7. Enter the Budget Authority by detailing in to the APRV screen and entering their Datatel ID in Column 2 – Next Approvals

8. Enter the Buyer's Datatel ID or Name
9. Enter the AP Type "AP"

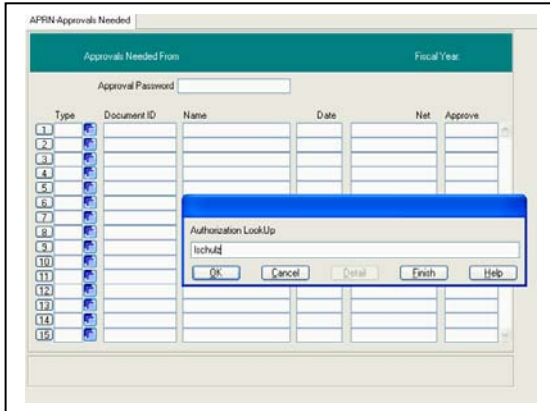
10. Detail into Line Items to enter the Line Item Description
11. This will take you to the RQIL Screen

12. Detail again to enter the Item Description
13. This will take you to the RQIM Screen

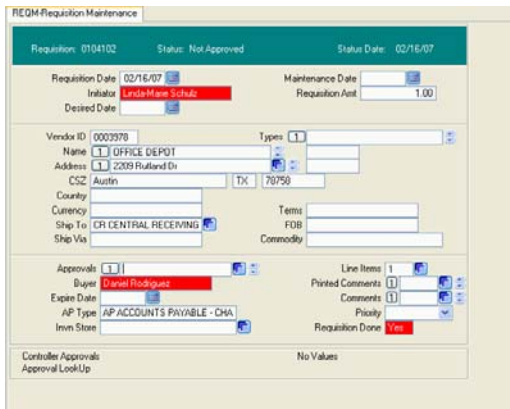
14. Enter the Item Description
15. Enter the Unit Price
16. Enter the Quantity
17. Enter the Unit of Issue
18. Enter the GL Account Number
19. Enter the Vendor Part Number
20. Enter any Comments
21. CLICK F9 to Finish and you will return to the RQIL Screen
22. CLICK F9 to Finish and you will return to the REQM Screen
23. Enter any Printed Comments
These comments will print on the Purchase Order to the Vendor
24. Enter any additional Comments
These comments will be seen by the buyer and AP only
25. Type Y for “Yes” when completed

B. Approving a Datatel Requisition

1. Go to the APRN Screen



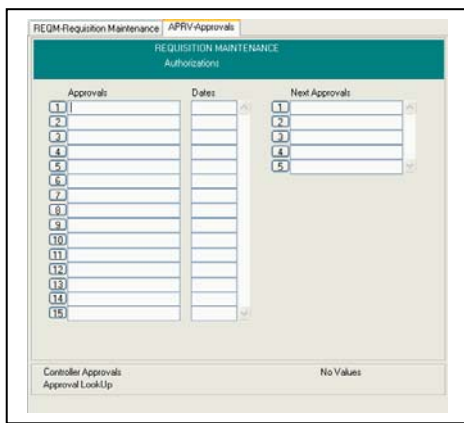
2. Type in your Datatel ID (Login Name)
3. Requisitions needing approval will come up in Line 1
4. Detail in on the requisition you want to approve
5. This will take you to the REQM Screen



6. Go to Approvals Line
7. Two ways to approve requisitions:
 - a. Type your Datatel ID on Approvals line and you will be prompted to enter your password.

- or -

 - b. Detail into the Approvals line and go to the APRV Screen

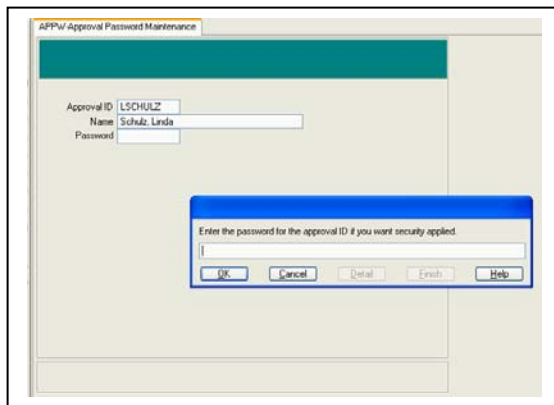


- c. Type your Datatel ID in Column 1 – Approvals
 - d. If the requisition needs to be forwarded to another approver, then type their Datatel ID in Column 2 – Next Approvals
 - e. Hit F10 and then Enter to complete
 - f. You will return to the REQM Screen
8. Hit F9 to Finish
 9. The requisition is now approved

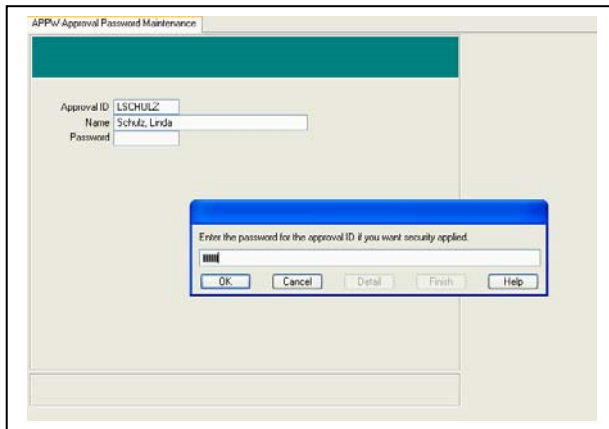
C. Setting Up the Approval Password

To set up your password, please follow these instructions:

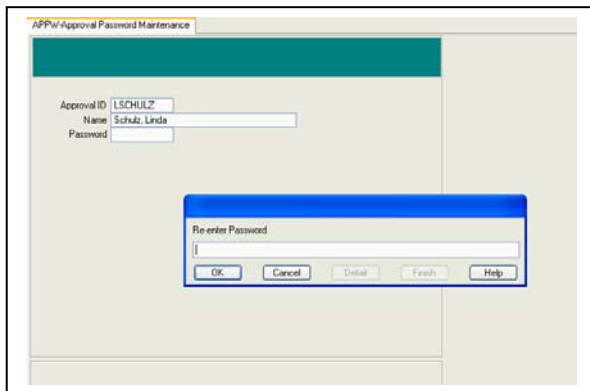
1. Log into Datatel and go to the “LIVE” system.
2. Make sure you are in the Financial System. If you are not, then type “CF” to go to the Financial System.
3. At the Financial System Menu, type “APPW” and hit ENTER.



4. Type your Datatel Approval ID and hit ENTER. You may also do a “...” lookup to search for your name.
5. Your Approval ID and Name will come up. You will be prompted to enter a password.
6. Type whatever password you want to use and hit ENTER.



7. The system will ask you to RE-ENTER YOUR PASSWORD. Type it again and hit ENTER.



8. Hit ENTER or CLICK on OK.
9. Then hit "F9" to exit screen.

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Appendix F

Requisition Process Flow-Chart

