

## **How to get the Most Help from Purchasing**

The purpose for a Purchasing Department is to assist everyone in the District to obtain high quality goods and services at the best price possible to accomplish our educational mission. To this end, State and Federal laws/codes and Board policy apply which must be followed.

We are using public tax funds for our purchases. We have a public trust to account for these funds and to use them wisely. The short list of common questions and answers that follow has been prepared to assist you in getting what you need in a timely manner.

## **How do I communicate my needs to Purchasing?**

If you know what you are wanting to order and you have already chosen a vendor then you are ready to have the responsible person in your department prepare a requisition. These are done in Datatel. Enter all appropriate information, i.e.; vendor information, the detailed description of the item being ordered along with item or catalog numbers. The "comments" field is where you would put the information for your department, any specific details such as fax or e-mail information for the vendor and any special needs you want fulfilled at the purchasing level. Keep in mind the "printed comments" field is for anything other than the actual item descriptions and WILL show on the purchase order. It is extremely important that you remember to add the approvers' names in order for the approval process before a purchase order can be issued. Make sure the approvers are aware that they have something waiting to be approved and that the next approvers name is also in place so it continues through the process, eventually ending up with the final approval of the District Controller. If these approvals are not done properly your requisition will be stuck in a "not approved" status and purchasing will not be aware that it even exists.

If you have an idea of what you want, but not a vendor or source of supply you can contact the purchasing department. Often we can do the research and help you narrow down what works best for your needs at the best available price.

## **When do I need to get a quote?**

When a single item costs \$1000 or higher, a minimum of two quotes is required; three is better. Exceptions to this rule are for District approved computers (they have already been bid), printers, or specialty, one-of-a-kind items. For this last example, a memo, signed by the department head is required telling us why other quotes are of no value. Another exception is purchasing additional items that match existing items. When this is done, and there are not two or more vendors that can provide pricing, a signed memo by the department chair must accompany the requisition. If in doubt, call our office.

## **When is a bid required?**

Bids are required by law any time the total of a single Purchase Order exceeds \$90,200.00 for the remainder of calendar year 2018. This amount changes in December each year.

## **What is the time line to obtain my goods or services?**

If purchasing is doing formal quotes, a minimum of seven (7) days is required to get the quote back. When a formal bid is required, plan on approximately 30 days for the legal advertising, opening and awarding of a bid. Lead times from suppliers vary widely. If an item is available in stock, it normally ships within two or three days after receipt of order. If time is important, it is best to check with the supplier to see what their policy may be.

**Is there any way I can speed up this process for an urgently needed item?**

If an unforeseen circumstance arises that requires fast ordering, departments should coordinate with their approving official(s) and call purchasing as soon as the electronic approvals have been completed. We will either, process your request on the spot, if it is that urgent, or input it that day for printing and transmission to the vendor the next morning. *Please remember: If everything becomes a priority, then every priority becomes routine.* We need your assistance in keeping urgent requests to a minimum!

**One last note for those who feel the need to circumvent the above directions....**

We are not spending our money, or even company money. We are utilizing taxpayer dollars. Because of this, we have Federal, State, and local Board Policy that must be followed. Purchasing is here to help you get what you want, when you need it at the best possible price. We are also here to help you follow the rules so that we all stay out of trouble and that you are then best equipped to achieve your goals. We want to assist you to succeed, and we do know how to legally and efficiently purchase the goods and services required. Whenever you are in doubt, or have questions concerning something you want to order, please call Purchasing: (209)575-6521; Receiving/Delivery; (209)575-6910. We are definitely here to help. Your call could easily save you time, effort and money!

**Our Buyers:**

Howard Coit, Director of Purchasing – (209)575-6543:

Furniture, janitorial supplies, copiers, software, printers, computers, electronic supplies, all items requiring quotes and bids; assistance with configuring and purchasing computers, printers, all electronic items and general information concerning purchasing processes.

Kristin Hogan, Purchasing Coordinator – (209)575-6522:

All warehouse store orders, lease contracts and maintenance agreements, vendor information and maintenance, Non-Employee Honorariums, and general information concerning purchasing processes.

Donna Johnson, Administrative Assistant – (209)575-6521:

All Office Depot entry and order processing, legal bid information, credit applications pertaining to vendors, and general information concerning purchasing processes. Assists in other areas listed above if needed.

**General Questions concerning Datatel Requisitions or Purchase Orders:**

Kristin Hogan, 575-6522

Donna Johnson, 575-6521

In the event these individuals are not available, please call Howard Coit, (209)575-6543