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. Why? Because 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 need, and where to buy it, get the information to the one in your department that prepares requisitions. The fund manager (usually a division dean or department chair) approves the request by signing the requisition. It is then forwarded to Purchasing. If you aren’t sure of the exact item you want, or a source of supply, call us. Often we can do the research and help you narrow down what works best and where to obtain the item at the best 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, it may save you time.

When is a bid required?

Bids are required by law any time the total of a single Purchase Order exceeds $78,500 for the remainder of calendar year 2010. This amount changes in January 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?

Why yes, there is! 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 keep urgent requests to a minimum!

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

Some may be saying, Agee, this is a lot of trouble just to get something I need to do my job why do I have to go to all that work? The answer is simple. 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 you, us, and the District stay out of trouble 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: 575-6521; Receiving/Delivery; 575-6571 we are definitely here to help. Your call could easily save you time, effort and money!

Our Buyers:

Howard Coit, 575-6543  Furniture, Janitorial Supplies, Paper Products, Copiers, Software, Printers, Computers, Electronic Supplies

Spence Cooper, 575-6536  Technical items including assisting you in specifications for Computers; All items requiring bids; Assistance with configuring and purchasing computers and printers. Electronic items. All Office Supplies (Office Depot, on-line ordering)

Kristin Hogan, 575-6522  All Warehouse stores; assistance with Office Depot Purchases General Information concerning Purchasing concerns.
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 or Spence