WELCOME

Purchasing and
Accounts Payable
Workshop
October 6, 2010

Hosted by:

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Director of Purchasing  Accounts Payable
and Procurement  Manager
Agenda

- Review Purchasing Policies and Procedures
- Review the PO process
- Review the new Website
  - Forms and Instructions
  - Red Flag
  - Asset Disposal
- Review Accounts Payable process
  - Forms
  - Payments
  - Risk Management
  - AXO – Travel
  - Technology
- Sustainability
- Green Purchasing
- Money Saving Tips
Purchasing Policies and Procedures

The Purchasing Policies and Procedures have been written to provide the La Verne Community with consistent guidelines, expectations, and directions to purchase and procure goods and services for the University.
Contract Authority

- $5,000 or less
  - Contracts may be signed by Senior Manager

- $5,001 - $999,999
  - Contracts must be signed only by authorized signatory

- $1,000,000 +
  - Contracts must be ratified or approved by Board of Trustees
  - Contracts must be signed only by authorized signatory
Contract Authority

Authorized signatory list approved by the Board of Trustees include:

1. President
2. Executive Vice President
3. Provost
4. Vice President of Enrollment Management
5. Vice President of University Relations
6. Associate Vice President of Finance
7. Associate Vice President & Treasurer
Bids and Quotes for Goods and Services

- **Telephone quotation**
  - $0-$9,999 – at least (1) must be obtained
  - $10,000-$24,999 – at least (2) must accompany the requisition.

- **Informal Solicitation**
  - $25,000-$100,000 – (2) or more **written** bids must accompany the requisition

- **Formal Solicitation**
  - Over $100,000 – (2) or more formal written bids to accompany the requisition
    - Formal RFP Process

**Important notes:**
- All requisitions for the amount of $10,000 or more that do not have the proper competitive quotation information attached to the package can not be processed and will be sent to the requisitioning department for back-up quotes.
- Provisions have been made for sole source vendors
- This policy does not include construction
What Process Do I Use???

• **Check Request??**
  - Should ONLY be used for services under $300
    - Membership renewals
    - Seminars
    - Subscriptions
    - Petty Cash (can be over $300)
    - Cash Advances (can be over $300)

• **Requisition??**
  - ALL other purchases should be on a Requisition
    - What if the vendor doesn’t accept PO’s?
      - Indicate – Check with order or Credit Card payment in the notes field of the requisition
La Verne Standard PO Process
PO Process

1. Department has a need
2. Department sources item
   • If over $10,000, Department obtains additional quotations (attach these documents to the requisition)
3. Requisition is created by Requestor
   • Attach all applicable bids
   • Attach vendor liability insurance (if working on campus)
4. Requisition is signed by the Department
   **All orders over $1000 must have a Senior Manager’s signature**
   • If over $300- Send Req to A/P then to Purchasing
   • If under $300- Send Req to Purchasing

Additional Notes:

- All Software and Hardware purchases are sent to OIT for approval before they are sent to A/P or Purchasing.

- Bookstore requisitions are sent to A/P who process the requisition and sends it directly to the bookstore after all signatures are obtained.
PO Process (Cont.)

5. Purchasing
   a) Receives the order
   b) Reviews the order
   c) Enters the order in BiTech
   d) Places the order w/the vendor
      a) Sends copy of PO to requestor
      b) Saves copy of PO as a receiver
   e) Follows up on the status of the order
   f) Receives the order
   g) Delivers the order
   h) Forwards Receiver and Packing List to A/P for payment

6. A/P process the order for payment
Misc. Notes:

- Vendors performing services on campus must have a current Certificate of Insurance on file with the Risk Management department.
- If you receive goods or services directly, please forward the packing list to purchasing the day you receive the goods or service so we can close the order and forward it to A/P for payment.
  a) If a packing list is not available, please send an email indicating exactly what you received so we can close the order.
- All purchases should be processed via a purchase requisition. Writing a check request for goods or services that are already received compromises the process.
  a) Check requests for payments requests should never be over $300.
The New Purchasing Department website is located at:

www.laverne.edu/purchasing

Purchasing Menu

Purchasing Home Page
  Staff
  Mission Statement
Policies and Procedures
  Sustainability
Forms and Instructions
  Purchase Requisition
  Change Order Request
  Records Storage
  Return Instructions
Delivery Schedule
Red Flag Shredding
Asset Disposal
Training requests
Compliments and Complaints
Vendor Services

http://sites.laverne.edu/purchasing/
Red Flag Shredding Services

**Red Flag**: this means a pattern, practice, or specific activity that suggests or indicates the possible existence of identity theft.
Red Flag Shredding Services

Red Flag information may include:

- Name, address, telephone number, Social Security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer’s Internet Protocol (IP) address, or routing code.
Red Flag Shredding Services

The Purchasing Department offers shredding services for University Documents containing this sensitive information.

Please follow the instructions located on the Purchasing website under:
- Red Flag Shredding
Top 10

10. FORMAL CONTRACTS -
   ▪ Must be reviewed by Risk Management
   ▪ Can **ONLY** be signed by an authorized signatory

9. ORDERS OVER $10,000
   ▪ Must be accompanied with a competitive bid

8. ORDERS OVER $1000
   ▪ Must have a Senior Manager’s signature.
   ▪ ORDERS OVER $300

7. CHECK REQUESTS
   ▪ For goods and services should not exceed $300.

6. VENDORS WORKING ON CAMPUS
   ▪ Must provide an Insurance Certificate per Risk Management guidelines.
5. FORWARD PACKING LISTS TO PURCHASING
   - Please --- Forward all packing lists for goods or services to the Purchasing Department the day you receive the service or shipment.

4. WE MUST PAY/ACCRUE SALES TAX
   - Most items are taxable whether we pay tax or not (exceptions are labor, internet delivery (i.e. downloads) and shipping). We purchase items to use – not resale – we must accrue taxes and pay them to the State of California.

3. NEED HELP SOURCING?
   - Please contact Debbie for help.

2. NEVER PLACE STANDARD ORDERS DIRECT WITH VENDORS
   - All Purchases should be only placed by the Purchasing Department – using a valid requisition/purchase order

1. NEED HELP? HAVE QUESTIONS?
   - Please contact us.... We are here to help you!
Contact Information

Location
Purchasing is located at 2230 1st Street inside the warehouse at the end of the Enrollment Management Bldg. next to ULV Graphics

Contacts

• Debbie Deacy  
  • Director of Purchasing & Procurement  x4542 or ddeacy@laverne.edu

• Johnny Chavez  
  • Purchasing Lead, x4541 or jchavez@laverne.edu

• Moe Perez  
  • Warehouse Clerk, x4540 or mperez@laverne.edu

Website:  www.laverne.edu/purchasing

Departmental Email: purchasing@laverne.edu
Sustainability - Green Purchasing

2008 - President Morgan signed the ACUPCC agreement to reduce La Verne’s carbon footprint

Sustainable Campus Consortium
Greenhouse Gas Emissions Inventory
Climate Action Plan
Sustainability - Green Purchasing

What does this mean to you?
What can you do?

http://www.youtube.com/watch?v=Kn41dZ1GLuE
Reduce

- Buy only what you know you will use
- Reduce energy consumption (lights, computer, etc.)
- Rideshare -- carpool, bike, walk, public transportation
- Reduce disposable coffee cup use
  - Bring a coffee cup from home.
  - Hang a “Mug Reuse” poster or sign in your break room.
- Reduce take out containers
  - Bring your own cutlery/chopsticks/cup/tupperware to the office. Taking your “to-go” food away in your own Tupperware saves a great deal of wasted materials.
- Reduce plastic bottle use
  - Drink from the water fountain or tap to reduce plastic bottle waste. Most bottled water comes from other municipal water systems and then is trucked to where it is sold, simply adding needlessly to the carbon footprint.
  - Use a stainless steel water bottle
  - Bring a glass to work
- Reduce Junk Mail - http://www.obviously.com/junkmail/
Reuse

- **Reuse furniture**
  - Request previously loved furniture available through the Asset Disposal program.

- **Reuse envelopes** and send them through the intercampus mail again whenever possible.

- **Set aside paper that they use on only one side**, so that it can be reused for printing drafts in your printer, or glued together to make scratch pads. As staff accumulate paper, they can transfer it to a centrally located storage box, possibly next to a printer or photocopiers.

- **Buy "recycled" toner cartridges**, and send your spent toner cartridges to the Mail Center be "recycled".

- **Invest in rechargeable batteries and battery chargers** for digital cameras, flashlights, and other small devices.

- **Reuse clothing**
  - Organize a clothing swap in your department once a year.
Recycle

- **Blue Bins**-
  - All cans
  - All glass
  - All Plastic
  - All paper
  - All Styrofoam
    - NO Food, Liquid, Trash, Used Tissue
- Recycle used cartridges
  - Send in Intercampus mail to the Mail Center
- Recycle batteries
  - Send in intercampus mail to Jeff Boster
Green Purchasing

– Re-Purpose

– Energy Star Policy

– Buy Recycled Products

– Green Purchasing Guidelines
  http://www.laverne.edu/purchasing/sustainability/

– Reduce – Reuse – Recycle
Save Money

All in all – the goal is the same. Get the most we can with the money we have.

- Think before you buy
- Spend your budget money like you are spending your own money
Staples Advantage (Eway)

• The best way to find the best value for items on Eway is to:
  • Look up the description
  • Use Filters
    – Core Products
    – Sustainable Products
  • Sort by Price, Low to High
  • Look for contract items (with the symbol).
• Always try to choose sustainable or green products whenever economically feasible
Alternate Supplies Accounts

La Verne has accounts with the following vendors that can be used online:

- Staples
- Office Depot
- Amazon.com

- Create and process a standard requisition
Alternate Supplies Accounts

La Verne has accounts with the following stores that can be requisitioned and picked up at the store.

- Staples
- Office Depot
- Target (La Verne)
- Costco (Montclair)
- Lowe’s (San Dimas)

- Create requisition
- Contact and bring approved requisition to Purchasing
- Purchasing will create the PO and check the store card out to you
- Go to the store and make your purchase
- Bring the receipt and card back to Purchasing on your way back to campus
The use of price comparison websites is useful when you would like to compare prices and features for smaller purchases such as fax machines, cameras, etc. These sites can save you a lot of money!

Most of these purchases are made on credit cards. When creating the requisition, indicate credit card purchase in the notes section. Process the requisition in a rush mode. Prices change frequently.

- Look up an item by description, part number etc.
- Enter the ship to zip code.
- Sort the item by best price. This will sort the best price including shipping.
- Always make sure that you choose a vendor with a good rating.
Price Comparison Websites

A couple of the best sites are

PriceGrabber.com     MySimon.com
www.pricegrabber.com   www.mysimon.com
Dealtime.com
www.dealtime.com

• Taxability - La Verne is liable for taxes. If you are purchasing something from an out-of-state vendor, they will not charge us tax, but we will still have to accrue it and pay it to the State of California.

• Personal use: These sites are also helpful to use for a variety of everyday items when making personal purchases.
Co-ops Contracts and Special Pricing

Websites to Co-op’s that La Verne belongs to:
You will find vendor names and categories contracted through these Co-ops.

- http://www.njpacoop.org/
- www.eandi.org
- www.aboutwsca.org
- www.uscommunities.org
- www.horizonrg.com
Co-ops Contracts and Special Pricing

- ATHLETIC EQUIPMENT
- EQUIPMENT & APPLIANCES
- MEDICAL SUPPLIES & EQUIPMENT
- CONSTRUCTION, FACILITY & MRO
- CLASSROOM & OFFICE FURNITURE & SUPPLIES
- TECHNOLOGY
- SCIENCE SUPPLIES
- POSTAGE AND MAIL SUPPLIES
- TRANSPORTATION – Golf Carts, etc.
Thank you for coming.

Thank you!
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