



RED ROCKS
COMMUNITY COLLEGE

PURCHASING HANDBOOK

TABLE OF CONTENTS

Business Service Contacts	Page 3
SOC Code of Ethics	Page 4
Purchasing Parameters	Page 5
Discretionary Spend or BID	Page 5
Purchase of Goods	Page 6
Purchase of Services	Page 6, 7
Unauthorized Immigrant Laws	Page 7
Selecting a Vendor (Foreign vendors)	Page 7, 8
Purchasing Authority/Signature Authority	Page 8
Vendor Agreements/Contracts	Page 8
Procurement Card	Page 9
Departmental Purchase Orders for Services	Page 10
Doing Business with Individuals/Sole Proprietors	Page 10
Purchase Requisitions	Page 11
IT Purchases	Page 12, 13
Expense Vouchers	Page 14
Travel Expense Vouchers	Page 14
Official Functions	Page 15
Personal Service Contracts	Page 16
Paying Invoices	Page 16
Staff Reimbursements	Page 16
Receiving	Page 17
Prizes, Awards, Gifts and Gift Cards	Page 17
Insurance	Page 18, 19
Green Purchasing	Page 20, 21
Improper Purchases	Page 22, 23
Signature Authority Spreadsheet	Attachment

**GUIDE TO
RED ROCKS COMMUNITY COLLEGE
PURCHASING PROCESS**

Welcome to the Red Rocks Community College Purchasing Process.

Red Rocks Community College is an agency of the State of Colorado. As such, our purchasing process is governed by State of Colorado Purchasing Rules and Regulations, State of Colorado Fiscal Rules and also by Red Rocks Community College internal policies. Items purchased using grant funds provided by the federal government are subject to additional requirements which may include various OMB Circulars, federal acquisition regulations (the FAR), Department of Education (EDGAR) regulations, or other federal regulations or requirements of the specific grant. It is the responsibility of the person purchasing on behalf of RRCC to understand the funding source for their purchase and all applicable rules and regulations which may apply.

The purpose of this purchasing handbook is to help you maneuver through the purchasing process so that you will be able to purchase goods and services that meet your department needs, and stay within all the rules and regulations. We understand that all circumstances may not be addressed in this handbook. If you have a unique situation, please contact the Business Services Department for guidance.

BUSINESS SERVICE CONTACTS

Renee Archuleta, Procurement Manager
303-914-6345
renee.archuleta@rrcc.edu

Lynn Beltran, Coordinator of Purchasing I
303-914-6344
lynn.beltran@rrcc.edu

Kathy Kaoudis, Controller
303-914-6341
kathy.kaoudis@rrcc.edu

Peggy Morgan, VP of Administrative Services
303-914-6337
peggy.morgan@rrcc.edu

Rita Rigg, Program Assistant I
303-914-6206
rita.rigg@rrcc.edu

Jennifer Otey, Accounts Payable
303-914-6339
jennifer.otey@rrcc.edu

STATE OF COLORADO PROCUREMENT CODE AND RULES

All purchases are for official state business, regardless of method of payment, must comply with the State of Colorado Procurement Code and Fiscal Rules. Any unauthorized purchase can result in an employee being held personally responsible in accordance with the Colorado Revised Statute (CRS), 24-109-404, LIABILITY OF PUBLIC EMPLOYEES:

“IF ANY GOVERNMENTAL BODY PURCHASES ANY SUPPLIES, SERVICES, OR CONSTRUCTION CONTRARY TO THE PROVISIONS OF THIS CODE OR THE RULES PROMULGATED PURSUANT THERETO, THE HEAD OF SUCH GOVERNMENTAL BODY AND THE PUBLIC EMPLOYEE, WHICH FOR THE PURPOSES OF THIS SECTION INCLUDES ELECTED OFFICIALS, ACTUALLY MAKING SUCH PURCHASE SHALL BE PERSONALLY LIABLE FOR THE COSTS THEREOF. IF SUCH SUPPLIES, SERVICES, OR CONSTRUCTION ARE UNLAWFULLY PURCHASED AND PAID FOR WITH STATE MONEYS, THE AMOUNT THEREOF MAY BE RECOVERED IN THE NAME OF THE STATE IN AN APPROPRIATE CIVIL ACTION.”

Additionally, all state employees must adhere to the following:

STATE OF COLORADO CODE OF ETHICS

Any person employed by the State of Colorado who purchases goods and services, or is involved in the purchasing process, for the state, shall be bound by this code and shall:

1. Avoid the intent and appearance of unethical compromising practice in relationships, actions, and communications.
2. Demonstrate loyalty to the State of Colorado (state organization where employed) by diligently following the lawful instructions of the State of Colorado while using professional judgment, reasonable care, and exercising only the authority granted.
3. Conduct all purchasing activities in accordance with the laws, while remaining alert to, and advising the State of Colorado (state organization where employed) regarding the legal ramifications of the purchasing decisions.
4. Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the State of Colorado (CRS, 18-8-308).
5. Identify and strive to eliminate participation of any individual in operational situations where conflict of interest may be involved.
6. Never solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence, or appear to influence purchasing decisions.
7. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.
8. Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the State of Colorado and the public being served.
9. Provide an environment where all business concerns, large or small, majority or minority owned, are afforded an equal opportunity to compete for State of Colorado business.
- 10.** Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior

Complete Procurement Code and Rules and the Code of Ethics can be found at www.gssa.state.co.us. State Board for Community Colleges Code of Ethics can be found at www.cccs.edu.

In accordance with Fiscal Rule 2-1, all expenditures by state agencies shall meet the following standards of propriety:

- Are for official state business purposes only
- Are reasonable and necessary under the circumstances

PURCHASING PARAMETERS

Purchasing parameters are set by several factors, which include the following:

- Proper use of procurement documents
Once you identify the need to purchase, what forms need to be completed or can you use your pcard to pay the vendor?
- Dollar amount of goods or services being purchased
See below for discretionary dollar amounts. Does your good or service need to be put out for BID?
- Vendor/company goods or services are being purchased from
Is the vendor you are using on State Award (Mandatory or Permissive)? Or can you select your vendor of choice?
- Purchasing authority and signature authority
Review the form and ensure that the proper signature authority is being followed. Are first and second level approvers accurate?

Your department administrative assistant or program assistant is usually your contact for purchasing any goods or services.

To avoid any delays in the procurement process, please ensure that all forms are completed with all applicable information including **org code, account/commodity code and the required signature authority.**

DISCRETIONARY SPEND OR BID

<u>Discretionary</u>	<u>Documented Quotes</u>	<u>Invitation for Bids</u>	<u>Request for Proposals</u>
R-24-103-204-02	Bid is posted on Colorado BIDS for competition §24-103-204 CRS / R-24-103-204-03	IFBs; Competitive Sealed Bidding §24-103-202 CRS	RFP; Competitive Sealed Proposals §24-103-203 CRS
<\$10,000 for Goods <i>*RRCC will assess at \$5,000</i> <\$25,000 for Services <i>*Unless on Price Agreement (goods or services purchased on price agreements do not need competition)</i>	Used when spend is between \$10,000 - \$150,000 for Goods and between \$25,000 - \$150,000 for Services	Used when spend is greater than \$150,000 for Goods/Services	Used when spend is greater than \$150,000 for Goods/Services <i>*Primarily for Services or complex procurements</i>

PURCHASE OF GOODS

<\$3,000	*RRCC Procurement Card
>\$3,000	Purchase Requisition <i>(Required for IT purchases)</i>

Competition may be required for purchases more than \$5,000 - Please contact the Purchasing Department for guidance.

*Temporary increases in pcard limits will be handled on a case-by-case basis.

PURCHASE OF SERVICES

We have a variety of independent contractors that perform services. Several factors are taken into consideration and used to determine if the work to be performed and/or the vendor meets independent contractor criteria. A brief meeting with the department contact may be scheduled to clarify the purchasing process. If we cannot proceed from a purchasing perspective, we will look at other options on a case-by-case basis.

All Contracts for Services, regardless of type, require Personal Services review and approval (CRS 24-50-501, et seq). All Personal Service Contracts, regardless of type, must be accompanied by the Personal Services Certification Form unless the service requested is included in a category for which HR review has been waived. A waiver memo is on file in Business Services. The Purchasing Office will assist you if the certification form is required.

Independent Contractor's scope of work will need to be assessed to determine if an Insurance Certificate is required. (See additional information under Insurance Certificates.) Please contact Peggy Morgan at 303-914-6337 or Renee Archuleta at 303-914-6345 if you have any questions.

Ensure that a detailed Scope of Services is provided with your purchasing request. The scope should adhere to the following definition and the SSB 228 requirements.

Definition:

"An accurate, thorough, detailed, precise, measurable description of the essential and technical requirements for the goods and services to be provided, including the desired results and the standards to be used to determine whether the requirements have been met"

SSB 228 (24-102-206)

Vendor must disclose where the work is to be performed. Contract Performance outside of the United States or Colorado (must justify why)

The Purchasing Department will issue Departmental Purchase Orders for Services (DPO) upon request.

\$5,000	Departmental PO for Services (page 10) Typically used for guest speakers, entertainers, minor equipment repairs, etc.
>\$5,000	Purchase Requisition (page 11) Typically use for controlled maintenance projects, repairs, trash removal, etc.
>\$5,000	Personal Services Contract (page 16) Typically used for non-credit instruction, week-long training, consulting, special projects, etc.
\$25,000 plus	Competition required - contact the Purchasing Department

Doing Business with Sole Proprietors/Individuals requires additional documentation:

- Copy of Driver's License
- IC Exhibit
- PERA Retiree Form
- W-9
- May need insurance
- May need the Unauthorized Immigrant Certification
- Payroll review. If the person is also an employee of Red Rocks or another State Agency, they typically cannot be paid through Accounting and must be paid through payroll instead.

UNAUTHORIZED IMMIGRANT LAWS

A Colorado law concerning public contracts for services and Unauthorized Immigrants became effective on August 7, 2006 and was **amended** on May 13, 2008. The law applies to contractors who enter into or renew public contracts for services with a state agency or political subdivision.

- **CRS 8-17.5-101, 102 (HB06-1343, HB07-1073, SB08-193)**

The Certification and Affidavit form is required if all the following conditions are present:

1. Vendor/Contractor provides services, and/or Vendor/Contractor is a sole proprietor, and
2. A written contract or purchase order is not required under Fiscal Rule 2-2, and
3. Vendor/Contractor provides services and/or sole proprietor provides services or delivers goods without a written contract or purchase order.

SELECTING A VENDOR

Foreign Vendors:

There are numerous rules and regulations that need to be followed when doing business with a foreign vendor. Please **obtain approval** from Purchasing before using a foreign vendor. Approval is ultimately granted by CCCS.

Minority and Women Owned Businesses:

"All agencies shall maximize the opportunity for minority-owned and women-owned business enterprises to receive orders that are issued when bids are not required."

Price Agreements:

State price agreements (also known as State Awards) set some of the purchasing guidelines. Almost all price agreements are mandatory, which means we must purchase from the vendor who has been awarded the agreement. If there are multiple vendors for the same good or service who have all been awarded a state pricing agreement, you may choose the vendor which best meets your needs.

Some Mandatory State Price Agreements include but are not limited to:

- **FURNITURE PURCHASES, INCLUDING FILE CABINETS - Colorado Correctional Industries -**
Per a Governor's executive order, all furniture purchases need to be made from Colorado Correctional Industries. Their catalog is available on-line at www.coloradoci.com. Please note that RRCC has specific guidelines regarding the make, model and finish of furniture being purchased. I.E. Northern Oak, Waterfall Series. Please contact the purchasing office for additional information.
- **TONER**
- **CELL PHONE SERVICE**
- **JANITORIAL SUPPLIES**
- **INDUSTRIAL SUPPLIES**
- **PAPER (COPY AND PRINTER)**
- **OFFICE SUPPLIES**
- **SMALL PACKAGE DELIVERY**

Please visit the www.rrcc.edu/purchasing for the link to the list of State Price Agreements.

PURCHASING AUTHORITY/SIGNATURE AUTHORITY

All procurement/payment documents must have two level signature approvals. First level signature authority is the org code administrator or approved delegate, who is the "responsible person" identified in the chart of accounts. Please review the signature authority sheet (attached to the end of this handbook) for second level authorization and additional information.

VENDOR AGREEMENTS/CONTRACTS

Do not sign vendor agreements; this includes credit applications and any other contracts. Instead forward to Purchasing for review and approval. State Fiscal Rules must be followed and the vendor terms and conditions may need to be negotiated by the VP of Administrative Services.

PROCUREMENT CARD (credit card)

Purchasing dollar limit: \$3,000

How to get started

- Print an application (available online at www.rccc.edu/purchasing).
- Obtain Required Approvals and submit to Purchasing.
- Once your application has been processed, you will be contacted to schedule a training session.
- Attend training, sign cardholder agreement, activate card and begin using.

How the process works

PCard Limit is \$3,000 Per Transaction-Goods Purchases ONLY

Step 1 – PURCHASE

Make a purchase in accordance with Fiscal, Procurement and RRCC Purchasing Guidelines. The procurement card is a method of payment for goods and should be used for official College business purposes only. You may not use a procurement card to pay for services.

Step 2 – RECEIVE GOODS AND OBTAIN PURCHASE DOCUMENTATION

The cardholder is responsible for ensuring that all transactions have supporting documentation. Information contained in supporting documentation must include the following:

- Merchant name
- Purchase date
- Description, price and quantity of each item purchased. An itemized list and a *clear* detailed description of what was purchased are required. For example, a merchant may have "KIWNHR24" as the description on the receipt; if that is the case then *what* was actually purchased needs to be identified i.e. "hammer".
- Total cost of the order
- If the purchase appears unusual, the Purchasing Department may follow up with the cardholder if an explanation is required or additional documentation is needed.

Step 3 – REALLOCATE

Account managers have **10 business days** from the bank postdate to reallocate expenses in Banner.

Step 4 – RECONCILE RECORDS

You will receive a monthly statement of your transactions - make sure your records match. If you do not receive your statement from the bank then contact Purchasing and one can be obtained for you. Statements should be reconciled within 5-7 days of receipt. Disputed transactions must be reported to the bank within 60 days of the statement cycle date in accordance with contract terms. However, it is recommended that an earlier reporting date such as 30 days be established.

ADDITIONAL PCARD INFORMATION CAN BE FOUND IN THE PROCUREMENT CARD USER HANDBOOK

DEPARTMENTAL PURCHASE ORDER FOR SERVICES (DPO)

Dollar Limit: **\$5,000.00**

Departmental Purchase Orders are used to obtain services up to \$5,000. Departmental Purchase Orders are available upon request from Purchasing.

Please note that this form *replaces* the Request for Personal Services which was previously used to pay for guest speakers, entertainers, etc.

Please send your email request to Rita Rigg (rita.rigg@rrcc.edu) and CC to Renee Archuleta (renee.archuleta@rrcc.edu) with the following information:

Department Name and Contact Person
Vendor Name
Description of the Service to be provided
Date Service is to be provided
Estimated Price

Once all information is received, the DPO will be provided via interoffice mail to the department contact or can be picked up in person. Please note that an insurance certificate may be required.

- A purchase for an amount greater than \$5,000 cannot be split between purchase orders, even if it's being paid by more than one org code. This is known as a split purchase and is in violation of purchasing rules.
- Complete all applicable information on the form; obtain first and second level signatures.
- The white copy of the DPO can be hand carried, faxed, or mailed to the vendor. **Please include the Purchase Order Terms and Conditions.**
- IT goods and services cannot be purchased with a DPO.

When the service has been performed, **sign** the yellow copy of the DPO on the '**received by**' line and date it. When the invoice has been received, "okay to pay", sign, date and attach it to the yellow and pink copies of the DPO and send to Purchasing, campus mailbox 30. **The invoice must reference the DPO number.**

PROCESS FOR DOING BUSINESS WITH INDIVIDUALS OR SOLE PROPRIETORS

If the vendor is an individual/sole proprietor the DPO will be provided to the department contact along with the additional forms that are required and must be re-submitted to Purchasing prior to the service being performed.

- **W-9**
- **PERA Retiree Questionnaire**
- **IC Exhibit**
- **A copy of a Driver's License or ID is required for sole proprietors or individuals.**

Payroll will need to verify and ensure that the person is not an RRCC or CCCS employee. The PERA retiree information will also be verified.

When approved, the white and goldenrod copies will be sent to the department. Please make sure that the vendor receives the white copy prior to the work being performed as they must be in receipt of the terms and conditions. When the invoice has been received, "okay to pay", sign, date and reference the PO number. Purchasing will match to the vendor forms already submitted and forward to Accounts Payable for payment.

If there is an error made on a DPO, please VOID and contact Purchasing for a new form.

PURCHASE REQUISITION/PURCHASE ORDER

Dollar Limits:

Goods: >\$5,000
(More than \$5,000 competition may be required)

Services: >\$5,000
(More than \$25,000 competition is required)

Purchase requisitions are available online at www.rrcc.edu/purchasing.

A purchase requisition is used to:

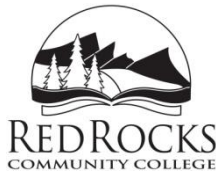
Purchase goods or services costing more than \$5,000

Purchase IT equipment, including software, regardless of dollar amount

To set up Standing Purchase Orders (used to purchase reoccurring services throughout the fiscal year)

- Purchase requisitions need to be completed with the six digit org code, the account/commodity code and needs to have first and second level signature approval.
- Include a complete description of item(s) being purchased and the price. Be sure to attach the quote from the vendor.
- If requesting a standing purchase order include the name(s) of all staff approved to make purchases against the po. Also include account numbers, cell phone number, etc. and if applicable include the vendor agreement or other information from vendor.
- IT purchases must be approved and signed off by Bill Cherrington, Director of IT. Quotes will be obtained by Computer Services. (NOTE: Complete a work order form and the IT Department will assess your needs and follow-up).
- Once the items have been received please complete a "receiving report" and submit to Sonja Starkweather, Box 18. This applies to all regular purchase orders, including non-tangible items such as maintenance, licensing, etc.
- Upon receipt of the invoice, please review for accuracy and if acceptable, forward to Accounts Payable with your "ok to pay", **signature, date and reference the PO number**. This applies to regular and standing purchase orders.

A purchase requisition is not a valid purchasing document and cannot be used to purchase goods or services directly from a vendor. They are processed through the purchasing office where a purchase order will be issued and faxed or mailed to the vendor. An electronic copy of the purchase order will be sent to the requesting department.



PROCESS FOR IT PURCHASES

In order to maintain the appropriate level of credibility with the College's use of consistent and compatible technology, to ensure the College has no exposure to licensure or other technological liabilities, and to meet the needs of everyone we support while providing a more economic return on all technology investments, the College is implementing the following guidelines.

- Please review the list of items (page 13) that require an IT work order and approval from the IT Director and commodities that you may purchase without prior approval.
- If a work order is required, submit your request online at www.rcc.edu/computerservices/forms/work_order.
- An IT Technician will review your request and obtain a quote from the appropriate vendor. The State has implemented numerous mandatory price agreements and the IT staff is familiar with this process. Once a quote is obtained the following will occur:
 - You may be granted approval to use your pcard. An approval email will be sent to you from either Bill Cherrington or Joanne Colburn.
 - OR**
 - A purchase requisition will be completed by Joanne and forwarded to the department to obtain first and second level signatures. This form is also signed by Bill Cherrington or approved IT delegate.
- The purchase requisition is submitted to Purchasing for review and approval.
- Purchasing will process the request and submit the Purchase Order to the vendor and distribute copies as needed. (The administrative support contact for the department will receive an electronic copy and can distribute within the department if necessary.)
- Receiving and invoicing approval will be handled by the IT Department. Invoices will be submitted directly to Accounts Payable for payment. A copy of the invoice will be provided to the department's administrative support.

Contacts:

Bill Cherrington, IT Director
303-914-6467

Joanne Colburn, Program Support
303-914-6106

Help Desk
303-914-6677

<p>NEED IT APPROVAL – SUBMIT A WORK ORDER</p> <p>Software:</p> <ul style="list-style-type: none"> ● All ● Adobe software will not be purchased with pcards; there are licensing issues 	<p>Do Not Need IT Approval – May Purchase Directly from Vendor</p> <p>Printer Supplies:</p> <ul style="list-style-type: none"> ● Toner ● Ink jet cartridges
<p>Hardware:</p> <ul style="list-style-type: none"> ● Computers ● Notebooks, iPads ● Monitors ● Keyboards ● Mice ● Printers ● Sound cards ● Video cards ● CD-Rom drives ● CD-RW drives ● CD-R drives ● All DVD drives ● Memory ● Hard drives ● Motherboards ● UPS devices ● Printer maintenance kits ● Printer drum kits ● Scanners ● Laptops ● Network cards (including wireless) ● Modems ● Power Supplies (Internal) ● Internal fans ● CMOS Batteries ● Cisco Equipment ● Fax Machines 	<p>Miscellaneous:</p> <ul style="list-style-type: none"> ● Printer cables ● USB Cables ● Surge Protectors ● Security Cables ● Security/Filter Monitor Screens ● Flash Drives ● USB connect external hard drives ● CD's ● CD-R's ● CD-RW's ● DVD blank media
<p>Laptop Accessories:</p> <ul style="list-style-type: none"> ● Batteries ● Power Supply Adapters ● Network Adapters ● Wireless PC cards 	
<p>Network Equipment:</p> <ul style="list-style-type: none"> ● All ● Includes hubs, switches, and routers 	

EXPENSE VOUCHERS

Expense voucher use is limited to:

Memberships

Magazine Subscriptions

Registration Fees

Lodging (All travel arrangements are made through Accounting Services.)

Refunds and reimbursements to staff (these are still subject to purchasing rules and regulations).

All requests for reimbursements including food purchases must have an itemized receipt attached. Please include "S" number of the form. The initial official function approval form must be attached.

Out of pocket purchases are capped at \$50.00. They should only be used for incidental purchases (i.e. postage stamps) and not for commodities covered under State purchasing processes.

- Expense vouchers need to be completed in full including six digit org code, the account/commodity code and a complete description of charges with dollar amount.
- The expense voucher needs to have a first and second level signature approval.
- Send the white copy of the voucher to Purchasing, campus mail box 30, with the supporting documentation attached (i.e. invoice, receipt).
- Keep the yellow copy for your department budget records.

TRAVEL EXPENSE VOUCHER

This is used to reimburse staff for college expenses incurred while traveling for college business purposes.

- The form requires a first and second level authorized signature.
- Please put your employee "S" number on the form.
- Must indicate the purpose of travel.
- Any overnight or out-of-state travel must be approved in advance by the College President. A Professional Development Travel Application must be completed.

All travel is processed through Kim Gould at 303-914-6217.

OFFICIAL FUNCTIONS

FISCAL RULE 2-7:

Official functions and training functions shall be held to achieve program objectives and shall be limited to reasonable and actual costs. The attendance of state employees at official functions shall be kept to a minimum and shall include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum as they have the potential of being perceived to be for personal benefit and an abuse of public funds. Expenditures incurred for official functions shall be approved by the chief executive officer or by a representative of the state agency or institution of higher education that has been delegated authority by the chief executive officer.

DEFINITION:

Official Function - A meeting, conference, meal, or other function that is hosted by the chief executive officer, or representative, of a state agency or institution of higher education, attended by guests and/or state employees, and held for official state business purposes.

Training Function - A meeting, conference, or other function which is hosted by a state agency or institution of higher education, attended by customers of the state and/or state employees, and held to enhance staff knowledge or to educate customers of the state or state employees, that are affected by the state agency or institution of higher education's operations or regulations. Training functions should have a written agenda, study materials, and be led by an identified presenter.

RRCC PROCEDURES

All official function forms must be **pre-approved** by the President or appropriate Vice President before any purchase is made. The official function form is used **only** for the approval process. See below for additional guidelines. *Packet: Official Function Form, Agenda/Training Materials, Sign-in Sheet and Invoice/Receipt.

Check with the Cafeteria to see if they can provide service for your event FIRST-BEFORE talking to outside caterers.
Complete all items on the Request form including detail for estimated function cost. Official business purpose must be documented on this form. The event must meet the definition above for Official or Training Function. Include price sheet or quote.
Submit the original request form to your VP (total cost up to \$3,000) or the President (cost above \$3,000) for approval. Include Agenda, Price Quotes, and Presenter Info so they may review all before approval.
Food and beverages where only State employees are in attendance MUST be limited to training functions and group meetings at least 4 hours long, interview days, College-sponsored recognition functions, and all-campus meetings. <i>No food and beverages may be purchased for regular staff meetings.</i>
Hold your event. Ensure all attendees sign an attendance sheet. (Exception: All college staff or general public events - no sign in sheet required.)
For outside catering service vendors: The Cafeteria is our preferred caterer for on campus events. Ensure they could not have provided service for your event FIRST . Submit Department PO and Terms and Conditions to vendor. Once you receive invoice, "ok to pay" and attach this form and attendance sheet to the PO. Submit *packet to Purchasing, Box 30.
<i>Using a pcard?</i> Attach completed *packet to your pcard statement as supporting documentation. An itemized receipt is required for all food purchases.
<i>For cafeteria services:</i> The Food Services Manager will provide an invoice (IDI) approximately two-three days after your event. "Ok to pay" and sign/date the invoice. Submit completed approved *packet to Accounts Payable, Box 16.
<i>IMPORTANT! Alcohol may NEVER be purchased or reimbursed. I have not requested reimbursement for alcohol.</i>

PERSONAL SERVICES CONTRACTS

A Personal Services Contract is used when a specialized service is needed and meets the independent contractor criteria. Services may include: guest speakers, consultants, training, etc. If the service is under \$5,000, a DPO may be used. If the service is \$5,000 or more, please complete the Contract Data Form (any exceptions may be handled on a case-by-case basis if a purchase requisition can be used instead). If the service provided is over \$25,000, it must go through a Request for Proposal (RFP) procurement process. Services performed by non-US citizens require additional procedures. Before making arrangements with your foreign vendor, contact Purchasing for further assistance.

To start the process, please begin with the Contract Packet which includes comprehensive instructions on completing the data form and the overall process. Contract packet is available in the Purchasing Office or online. Once the complete packet is submitted to Purchasing, a brief meeting may be scheduled to clarify the process.

Several factors may impact the amount of time it takes to process the contract so we err on the side of caution specifying that it could take 3-4 weeks for processing in a worst case scenario. Contracts are handled on a case-by-case basis.

The Contract packet includes:

For the Department: Guidelines and Contract Data Form.

For the Contractor to complete: W9, PERA Retire Questionnaire, Independent Contractor Questionnaire

- Per State of Colorado regulations, if the contractor is an individual/sole proprietor, an ID must be provided (State ID or driver's license)
- A detailed Statement of Work must be prepared and attached to the Contract Data Form packet (see section Purpose/Services on the Data Form). Statement of Work must also be sent electronically to rita.rigg@rrcc.edu.

PAYING INVOICES

All invoices submitted for payment to Business Services must have your "okay to pay", sign (no initials please), date and reference to the payment document number. This includes invoices attached to expense vouchers, department purchase orders, request for personal services, and invoices for large purchase orders (regular and standing). If you are aware your signature is difficult to decipher, please also print your name.

Please note this does not apply to backup submitted with your pcard statement as the vendor has already been paid. Your signature on the certification form is sufficient.

STAFF REIMBURSEMENTS

Out of pocket purchases are capped at \$50.00. They should only be used for incidental purchases (i.e. postage stamps) and not for commodities covered under State purchasing processes. Exceptions will need to be approved prior to the purchase by the Procurement Manager or the Controller.

Any purchase made by a staff member is still subject to all purchasing rules and regulations. Check with Purchasing at 303-914-6345 before making a purchase with your own money.

Please put your employee "S" number on the Expense Voucher form.

All requests for reimbursements including food purchases must have an itemized receipt attached. State purchases are tax exempt. If a staff member makes a purchase and pays tax, the tax will not be reimbursed.

RECEIVING

Regular Orders

- Once you receive your goods/services (this includes **all** large purchase orders even if the product is a non-tangible item such as maintenance, licensing, etc.) complete the receiving process by completing and signing the "Receiving Report" and submit to Sonja Starkweather, Box 18. The Receiving Report is available on the purchasing web page: www.rrcc.edu/purchasing.
- Once you receive the invoice, write "**ok to pay**", sign, date, reference the po number and forward to Accounts Payable, Box 16.

Standing Orders (Blanket/Open)

- If you have an order placed against a standing purchase order then you can acknowledge receiving by writing "**ok to pay**" on the invoice, sign, date and forward to Accounts Payable, Box 16.

Departmental Purchase Orders for Services

- A line for acknowledging receiving is directly on the form. An original signature is required on the yellow copy. When the invoice has been received, "okay to pay", sign, date and attach it to the yellow and pink copies of the DPO along with any other applicable documentation and send to Purchasing, campus mailbox 30.

PRIZES, AWARDS, GIFTS AND GIFT CARDS

The purchase of gift cards is not permitted. This includes purchasing gift cards with a procurement card or any other method of payment such as charging at the bookstore or paying with personal funds and asking for college reimbursement.

Rare exceptions will be handled on a case-by-case basis. Gift cards may only be purchased if pre-authorized by the Procurement Manager.

If a department wishes to provide a contest judge, speaker, etc. a gift in lieu of an honorarium payment, or provide a prize for contests, etc. they may do so up to a \$25 limit. The \$25 does not include incidental expenses such as engraving, packing, insuring, or mailing costs. An example of an appropriate "thank you" gift or "prize" within the IRS limitations would be an engraved plaque, RRCC shirt or other item costing \$25 or less.

However, if a department wishes to give a gift card in lieu of payment—that is taxable income, regardless of amount. Gift cards are considered by the IRS to be identical to a cash payment. Employees would need to go through payroll if they receive a gift card and nonemployees would need the payment coded as 1099able. The value of the gift card will be included in the employee's W-2 and for vendors, it would be reported if the \$600 threshold is met. Please check with Purchasing for guidance as additional information may need to be provided.

The Internal Revenue Service discussion of the rules and limitations for giving gifts and gift cards can be found in IRS Publications 463 and 525.

Regardless of dollar amount a list of recipients of the gift card, prize or award must be included with the receipt or invoice and submitted with the pcard statement.

INSURANCE CERTIFICATES

State of Colorado Insurance Requirements Checklist

Workers' Compensation coverage is required if the following applies:

- Contractor has employees that will be working on State of Colorado property or will be doing work on the State's behalf.

PLEASE NOTE: If the contractor does not have any employees, workers' compensation coverage is not required. If this is the case, have the contractor write a letter stating that they do not have employees and therefore are not required to carry workers' compensation coverage.

General Liability coverage is required if any of the following apply:

- Operations of the contractor could cause bodily injury or damage to state or private property.
- Contract has a hold harmless/indemnification provision.
(Contractual Liability)
- Contractor will (a) have access to confidential information about other persons or (b) provide security guard service, or (c) create publications of any form.
(Personal Injury and Advertising Injury)
- Contractor will lease a portion of a State building.
(Fire Damage Legal Liability)
- Contractor will have subcontractors.
(Independent Contractors)
- Contractor will provide a tangible, physical product that could cause bodily injury or property damage.
(Products –Completed Operations)
- Contractor's service, after completion, could fail from faulty workmanship and cause bodily injury or property damage.
(Products-Completed Operations)

Automobile Liability coverage is required if the following applies:

- Performance of contract will involve operation of a motor vehicle by contractor or subcontractor.

Professional Liability or Errors and Omissions coverage is required if the following applies:

- Contractor to provide professional or technical services (medical, legal engineering, architectural, real estate appraisal, computer programming).

Builders Risk coverage is required if the following applies:

- Contractor will construct or substantially renovate a state building or structure.

NOTE: Coverage limit should be the completed value of the project.

Crime Coverage is required if the following applies:

- Contractor is accepting/handling state monies.

STATE OF COLORADO INSURANCE REQUIREMENTS

Contractor and its Subcontractors shall obtain and maintain insurance as specified in this section at all times during the term of this Contract. All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to Contractor and the State.

Contractor

Public Entities

If Contractor is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS §24-10-101, et seq., as amended (the "GIA"), then Contractor shall maintain at all times during the term of this Contract such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. Contractor shall show proof of such insurance satisfactory to the State, if requested by the State. Contractor shall require each contract with a Subcontractor that is a public entity, to include the insurance requirements necessary to meet such Subcontractor's liabilities under the GIA.

Non-Public Entities

If Contractor is not a "public entity" within the meaning of the GIA, Contractor shall obtain and maintain during the term of this Contract insurance coverage and policies meeting the same requirements set forth in § B with respect to subcontractors that are not "public entities".

Contractors - Subcontractors

Contractor shall require each contract with subcontractors other than those that are public entities, providing Goods or Services in connection with this Contract, to include insurance requirements substantially similar to the following:

Worker's Compensation

Worker's Compensation Insurance as required by State statute, and Employer's Liability Insurance covering all of Contractor or subcontractor employees acting within the course and scope of their employment.

General Liability

Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows: **(a)** \$1,000,000 each occurrence; **(b)** \$1,000,000 general aggregate; **(c)** \$1,000,000 products and completed operations aggregate; and **(d)** \$50,000 any one fire. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, subcontractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to Contractor a certificate or other document satisfactory to Contractor showing compliance with this provision.

Automobile Liability

Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

Additional Insured

The State and Red Rocks Community College shall be named as additional insured on all Commercial General Liability Insurance policies (leases and construction contracts require additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent) required of Contractor and any subcontractors hereunder.

Primacy of Coverage

Coverage required of Contractor and subcontractor shall be primary over any insurance or self-insurance program carried by Contractor or the State.

Cancellation

The above insurance policies shall include provisions preventing cancellation or non-renewal without at least 30 days prior notice to Contractor and the State by certified mail.

Subrogation Waiver

All insurance policies in any way related to this Contract and secured and maintained by Contractor or its subcontractors as required herein shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against Contractor or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

GREEN PURCHASING

In compliance with Governor's Executive Order D0012-07 the SPO has created the Environmentally Preferable Purchasing Policy effective July 1, 2009. The EPP Policy document provides purchasing guidance, goals, and considerations for the procurement of commodities and services that strengthen environmental outcomes through purchasing decisions that:

- cause less pollution and waste,
- conserve resources and habitats,
- minimize local and global climate impact, and
- contribute to sustainable economic growth within the State of Colorado.

Questions a buyer should ask themselves or their program end-user following receipt of a requisition:

- Is there an environmental aspect to this product or service that can be applied?
- How much of this product is purchased, and how often?
 - Can a slight change in what we buy or how we work with a vendor or product provide a cost benefit, or reduce the number of times we have to deal with it (ordering, transportation, handling, invoicing/payment, distribution, etc.)?
- How might an alternative product or service improve our business?
- Can we find something comparable in performance that is lower impact to our environment?
- What will we do with a product when we are finished with it?

Standard EPP Checklist

The following environmental ideas may or may not apply to your specific analysis; Performance, Price, and Environmental qualities (EPP backwards):

1. Is the amount requested necessary? Can the amount requested be reduced or can the product be purchased in volume less often?
2. Energy efficiency (if it plugs in/uses fuel, it's measurable and can be evaluated).
3. Product content, Recyclability of component parts, biodegradable/compostable elements.
4. Disposal/waste cost of product at end of use (completely consumable?)
5. Manufacturing processes (low or high environmental impact?)
6. Packaging materials (return, reuse, recyclable?)
7. Logistics: frequency of delivery
 - a. regional availability, and
 - b. transportation type
=carbon imprint
8. Chemical impact on air, water, people (low-VOC, non-toxic, neutral)
9. What I'm buying: is it re-useable, returnable, recyclable?
10. Services: electronic/remote communication, online ordering, invoicing, payment, e-media (paper reduction), teleconferencing/telecommuting, public transportation.

Questions:

- Quantity now and future. How often does this get purchased?
 - Can I buy more now to save multiple handling, lessen the number of orders, deliveries, administration?
- Energy Efficiency: how so? Compare and contrast competing products.
- Product content: good, better, best; what's out there, and what's a good fit for purpose at the best value that has the least residual impact?
- Waste: can it be reduced, what else might be done with the things we buy?
- Cradle to purchase: what's in the makeup of the product I'm buying?
- Do I end up with more waste when a product arrives, or can it be returned to be used again?
- Close/far, scheduling, lead-times, availability, do I need it so often?
- Toxicity. Is there a less harmful product that I can bring into the workplace that will meet performance needs?
- What is the total cost of buying this product?
 - Are there disposal costs at the end of its useful life?
 - Can the product be re-purposed, re-used, or recycled?
- Do service providers engage in responsible practices that provide efficiencies, that impact me less?

Examples of environmentally preferred products:

- Recycled paper and paper products
- Remanufactured laser printer toner cartridges
- Energy Star Rated computers and appliances
- Rechargeable batteries
- Re-refined lubrication, hydraulic oils, and antifreeze
- Recycled plastic outdoor-wood substitutes including plastic lumber, benches, fencing, signs and posts
- Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation
- Re-crushed cement concrete aggregate and asphalt
- Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash
- Compost, mulch, and other organics including recycled bio-solid products
- Re-manufactured and/or low VOC or VOC-free paint
- Cleaning products with minimal toxicity
- Energy saving products
- Waste-reducing products
- Water-saving products

IMPROPER PURCHASE VIOLATION PROCEDURE

All staff authorized to purchase goods or services on behalf of their departments are required to know and follow State and Red Rocks Community College Fiscal and Procurement Rules, including those defining violations and their consequences. If the Procurement Manager determines that a violation has occurred, a Notice of Improper Purchase will be issued.

Upon receipt of an Improper Purchase notice you will be required to sign and return the form to Purchasing. Additional information such as written justification may be requested depending on the circumstances.

The Procurement Manager will issue points for each discovered violation; however, depending on the nature of the subject, a written warning may be issued in lieu of points being assessed. Human error and the nature of the situation will be taken into consideration.

This notice will be documented and placed in a file located in the Purchasing Office.

Consequences Violation Points:

- Anyone that accumulates 150 points or more will have their purchasing authority suspended. (Depending on the nature of the violation, the issuance of points may not be a factor and automatic suspension or revocation of purchasing authority may be enforced.)
 - *Suspended authority will be handled on a case-by-case basis.*
- Violation points will be reviewed on a quarterly basis. The violation points will be removed from the total cumulative approximately two years after the points were assessed. However, the record of the violation points will remain on file permanently.
- Violation points will remain in effect even if the staff member transfers to a different department.

Possible violations may include but are not limited to:

- Misuse of College Procurement Card
 - Split transaction - 75 pts.
 - Shared card - 50 pts.
 - Unauthorized or inappropriate purchase -50 pts.
 - Inadvertent personal use - 50 pts.
 - Intentional personal use - 150 pts.
 - Failure to provide original or sufficient documentation - 50 pts.
 - Failure to provide bank statements in a timely manner -50 pts.
- Unauthorized or inappropriate purchase - 50 pts.
- Split Purchases - issuing several purchase orders to a single vendor as a way of circumventing the \$5,000 limit on small purchases. - 75 pts.

- Ordering a good or service **without** a signed College Purchase Order (two level approving signatures both dated **on or before** date of order). See statutory violation below - 75 pts.
- Unauthorized out of pocket expenses submitted for reimbursement. - 50 pts.
- Signing a Vendor Agreement, Contract or Credit Application - 100 pts.
- Authorizing personal services without a fully executed signed contract. - See statutory violation below. - 100 pts.

State Controller Policy

Statutory Violation Fiscal Rule 2.2

Purchasing violations greater than \$5,000 must be reported to the State Controller. Ratification of the illegal purchases must be requested of the State Controller. The State Controller is not required to approve or ratify your purchase. Red Rocks must include an explanation of why commitment arose before it was authorized and include the steps that are planned to prevent a reoccurrence of this situation in the future. If the State Controller does not approve the purchase, by law it cannot be paid for by the College. Any statutory violation not ratified by the State Controller will be the personal obligation of the person who ordered the goods or services and incurred the obligation.

Purchasing authority is granted at the discretion of the College President.

**RED ROCKS COMMUNITY COLLEGE PROCUREMENT
SIGNATURE AUTHORITY**

All procurement documents must have two approving signatures, regardless of dollar amount for final approval.

1st level signature is the org owner administrator or approved delegate.

*2nd level signature - see below Purchase Documents for dollar amount authorization.

Delegated authority is **only** granted at the org code administrator level up to \$3,000, and must be approved by the President.

Contact the Purchasing Department for the Delegated Authorization Form. Upon approval, mandatory purchasing training is required.

		*2nd Level dollar authorization for final approval:			
Title:	PRESIDENT	VP OF ADMINISTRATIVE SERVICES/CONTROLLER	VP OF INSTRUCTION/ VP OF STUDENT SERVICES/ VP WORKFORCE DEV/ EXECUTIVE DIRECTORS	DEAN/ DIRECTOR	DEPT CHAIR/ COORDINATOR
Forms:					
PURCHASE REQUISITIONS	\$200,000	\$50,000	\$25,000	\$7,500	\$5,000
DEPARTMENT PO'S	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
EXPENSE VOUCHERS	\$200,000	\$50,000	\$25,000	\$5,000	\$5,000
TRAVEL REIMBURSEMENT	\$5,000	\$5,000	\$5,000	\$2,000	\$1,000
OFFICIAL FUNCTIONS	APPROVAL	APPROVAL (VP)	APPROVAL (VP)	1st Level	1st Level
CONTRACT DATA FORM	\$200,000	\$50,000	\$25,000	\$5,000	\$5,000
OVER NIGHT TRAVEL REQUESTS					
OUT OF STATE	FINAL				
IN STATE	DELEGATED	FINAL	FINAL	N/A	N/A

Please note:

Any exceptions to the above list must be approved by the President in writing.

All vendor agreements of any kind must be forwarded to Business Services for review and signature.

All Official Functions must be approved at the President or Vice President Level prior to the event.

Procurement card purchases:

Cardholder must attach receipts to monthly statement for each purchase and sign monthly certification and checklist

Approving official must review each monthly statement and sign monthly certification and checklist indicating approval of purchases.

Approving officials will return the monthly statement with all supporting documentation to Purchasing for review and filing.

All external contracts require two signatures representing the SBCCOE and the State Controller.

President has SBCCOE delegation, VP of Administrative Services in alternate.

VP of Administrative Services has State Controller delegation, Controller is alternate.

Vice President of Administrative Services has State Personnel delegation, Director of Human Resources in alternate.

REV 5/14/2012