

Los Angeles City College

Purchasing: Procurement of Goods and Services

Administrative Unit: Accounts Payable and Purchasing

Unit's Mission Statement:

The Purchasing Office is dedicated to providing faculty and staff the most effective and efficient assistance with the acquisition and payment of quality goods and services in support of the College's mission and goals.

Compiled by Mayra Zelaya

All information on this manual can be found on the <http://albacore.laccd.edu/administrativeprocess>

PURCHASING MANUAL

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GL ACCOUNTS MOST COMMONLY USED FOR PURCHASING:

422100	BOOKS
442000	INSTRUCTIONAL MEDIA MATERIALS – CD’S, TAPES, ETC.
452100	**SUPPLIES
452120	SOFTWARE SUPPLIES FROM 0 - \$2,499 Not an Asset
453100	PRINTING (Inc. forms, letterhead, business cards, etc.)
562100	CONTRACT PERSONAL SERVICE – Workshop presenters, Performers, catering, etc.
589000	OTHER EXPENSE – LICENSE FEES, ETC.
642300	**LOW VALUE ASSET – EQUIPMENT COST EQUAL TO \$500 - \$4,999 PER UNIT COST
642300	LOW VALUE ASSET SOFTWARE OVER \$2,500 - \$4,999
640100	**EQUIPMENT – COST EQUAL TO \$5,000 OR MORE PER UNIT COST – ASSET
640100	SOFTWARE OVER \$5,000 – ASSET

**** NOTE: FOR A DESCRIPTION OF SUPPLIES AND EQUIPMENT VISIT LACC WEB, ACCOUNTS PAYABLE & PURCHASING. IT IS ALSO INCLUDED ON THIS MANUAL.**

(GL ACCOUNTS MOST COMM)

PURCHASING

1. Purchasing of goods - Form: Purchase Request

Available at <http://www.lacitycollege.edu/Administrative-Services/Admin-Svcs-Dept/admin-forms>

2. Contract for services - Form: Contract Request

Includes all request for services; i.e., workshop presenters, catering, maintenance of equipment, etc.

Available at <http://www.lacitycollege.edu/Administrative-Services/Admin-Svcs-Dept/admin-forms>

***NOTE: ONLY 1 QUOTE IS NEEDED IF YOU USE A VENDOR ON THE PROCUREMENT MASTER LIST (VENDOR WITH A CONTRACT WITH THE DISTRICT). THE QUOTE MUST INCLUDE THE CONTRACT NUMBER WITH THE DISTRICT. List available at the LACC Web under Faculty & Staff, Administrative Services, Accounts Payable & Purchasing Office. List is updated as new updates are received from the District.**

PROCUREMENT OF GOODS & SERVICES		
TOTAL AMOUNT	TYPE OF TRANSACTIONS	REQUIREMENT
\$1 to \$2,499	Micro PURCHASES	NOT REQUIRED, RECOMMENDED BEST BUSINESS PRACTICE, 3 INFORMAL QUOTES
\$2,500 to \$4,999	Small PURCHASES	MUST PROVIDE 3 WRITTEN PRICE QUOTES
>\$5,000 TO 85,999	Medium PURCHASES	MUST PROVIDE 3 WRITTEN PRICE QUOTES
>\$92,600 (CURRENT BID LIMIT) EFFECTIVE 1/1/19	Large PURCHASES	FORMAL BID REQUIRED (HANDLED BY DISTRICT)

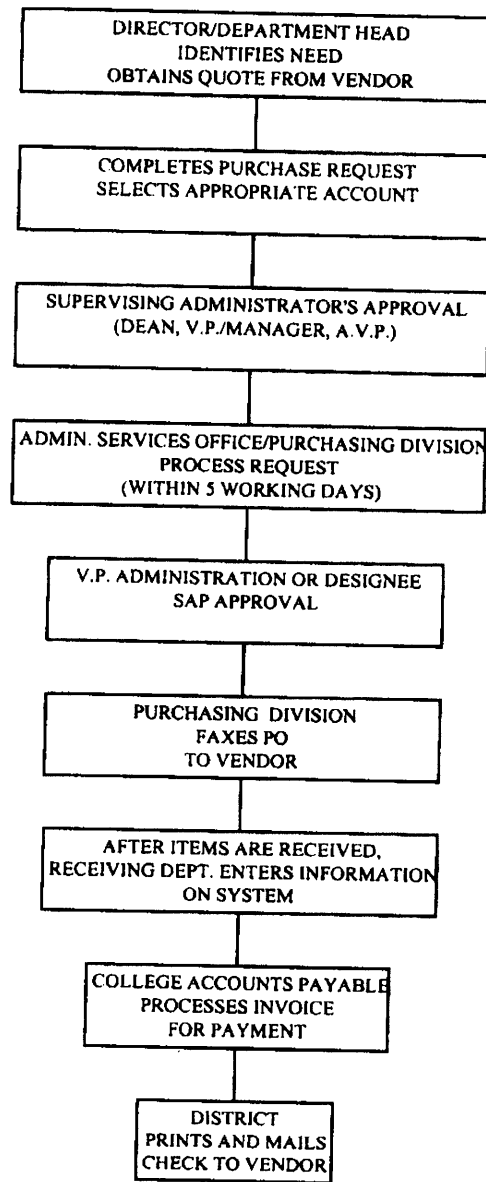
FORMS AND GENERAL INFORMATION IS AVAILABLE ON THE COLLEGE WEB.

<http://www.lacitycollege.edu/public/forms/main.html>

NOTE: ALL VENDORS MUST HAVE AN LACCD VENDOR NUMBER BEFORE YOU SUBMIT YOUR REQUEST. YOU CAN CHECK ON BW IF THEY ARE A CURRENT LACCD VENDOR/CONTRACTOR OR CONTACT THE ADMINISTRATIVE SERVICES OFFICE/ PURCHASING DIVISION AND WE WILL CHECK FOR YOU.

(purchasing.REG22019)

LACC PURCHASE ORDER PROCESS
PURCHASING OF GOODS



PURCHASING CHECKLIST

USE THIS GUIDE TO ASSIST YOU WITH COMPLETING PURCHASE REQUEST FORMS FOR TIMELY PROCESSING

VENDOR INFORMATION

1. Complete the **Vendor** information (e.g., **Name**, Vendor #, **Address**, etc.). For SAP Vendor # contact Purchase Tech Ext. 2087
- 2a. I have verified that the product(s) I am ordering are from a **vendor on the LACCD Master Agreement List*** (Example Office Depot)

*NOTE: Not All SAP Approved Vendors are on the Master Agreement List. Please check the list before selecting this box; LACC Web under Faculty & Staff, Administrative Services, Accounts Payable & Purchasing Office, Master Procurement List.

OR

- 2b. I am **not using a vendor on the Master Agreement List**. (Please Provide Explanation)

*NOTE: If using a non-master agreement vendor, please **attach three (3) informal quotes** (if the requisition is \$2,500 - \$5,000) or **three (3) formal quotes** (if the requisition is \$5000 or more)

REQUESTOR INFORMATION

3. Fill out the **Requestor** information (**Name**, **Department**, **Phone #**, **College/Location**).

PRODUCT INFORMATION

4. Provide item number and a description for each line item being purchased.

*NOTE: If the provided space is insufficient, attach additional sheets that include more detailed descriptions of the line items.

5. Complete the **Qty.**, **Unit**, **Price** and **Extension** columns. If inputting this information via the computer, embedded formulas will calculate the extension, subtotal, tax, and total amounts.
6. Fill in the page number at the bottom of the Purchase Request Form. This action will confirm the number of pages that are to be processed by the Purchasing Group. Therefore, if the Purchase Request Form is more than one page, complete the "Extra Page(s)" Worksheet of this form and number them accordingly.

BUDGET

9. I checked the budget and I have attached a budget report printout to the Purchase Request.
- *NOTE: **Check your budgets** before forwarding this request to ensure that sufficient funds are available. If you have insufficient funds, please ensure to initiate a EBTA (budget transfer).

APPROVAL PROCESS

*NOTE: After completing the Purchase Request Form, obtain the appropriate approval signature(s)

7. Complete the **Account Approval** section and obtain the signature of the authorized individual(s). If using multiple accounts, obtain signatures from all authorized representatives and list them with each item under the **Description** area.

- 8a. I have obtained required signatures.

INITIATOR	•	DEAN	•	VP	•	PRESIDENT
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*NOTE: If items are **computer-related items**, request must be approved by IT Department.

- 8b. I have obtained IT Department approval (if applicable).

-SUBMIT PURCHASE REQUEST/S TO AP AND PURCHASING OFFICE, AD 218

8/8/18 SE



PURCHASE REQUEST FORM

(LACC Rev. 1/07)
(Rev. 9/02)

{Note: If using a non-contract vendor, please forward at least three (3) quotes (if the requisition is \$5,000 or more) & any detailed descriptions to your respective purchasing group.}

Fiscal Yr:

Fund		G/L Account	
Account Approval: Fund / Program Object Code WBS / Cost Center			
* Account #:		<input type="text"/>	<input type="text"/>

If using multiple account assignments, indicate in "Description" area below for each line item (by quantity or percent).

If purchasing equipment, please check the appropriate box: New Equipment Equipment Replacement

Vendor: _____
 SAP Vendor # (if known): _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Contact Person: _____
 Phone #: _____ Fax #: _____
 Contract # (if applicable): _____

Date: **June 8, 2007**

Requestor: _____
 Department: _____
 Phone #: _____

Approval: _____
 Vice President and/or Authorized Designee

Material Number (catalog items only)	Description	Qty.	Unit	Price	Extension

For additional items, continue on the next page.

FOR OFFICE USE ONLY:

SAP Doc. #: _____

Notes: _____

If required at your location, all computer-related items must be approved before purchasing.

Approval: _____
 Sr. Computer & Network Support Specialist or
 Authorized Designee

Subtotal	\$0.00
Tax	\$0.00
Ewaste Fee	
Freight	
TOTAL	\$0.00

INSTRUCTIONS - PURCHASE REQUEST FORM

NOTES:

If using a non-contract vendor, please forward at least three (3) quotes (if the requisition is \$5,000 or more) and any detailed descriptions to your respective purchasing group.

-
1. Complete the **Vendor** information (e.g., **Name, Address**, etc.). If the SAP Vendor # is known, please enter this information in the space provided.
 2. If initiating a purchase request related to a District-wide contract (e.g., office supplies contract), provide the **Contract #** if known.
 3. If purchasing equipment, check the appropriate box to designate if the request is to purchase new equipment or to replace old equipment.
 4. Fill out the **Requestor** information (**Name, Department, Phone #, College/Location**).
 5. Complete the **Account Approval** section and obtain the signature of the authorized individual(s). If using multiple accounts, obtain signatures from all authorized representatives and list them with each item under the **Description** area.
 6. If using a contract vendor (e.g., Office Depot), fill in the **Material #** (catalog #) that is assigned to the item.
 7. Provide a description for each line item being purchased. If the provided space is insufficient, attach additional sheets that include more detailed descriptions of the line items.
 8. Complete the **Qty., Unit, Price** and **Extension** columns. If inputting this information via the computer, embedded formulas will calculate the extension, subtotal, tax, and total amounts. Please check your budgets before forwarding this request to ensure that sufficient funds are available. Otherwise, your request will be returned unprocessed.
 9. Fill in the page number at the bottom of the Purchase Request Form. This action will confirm the number of pages that are to be processed by the Purchasing Group. Therefore, if the Purchase Request Form is more than one page, complete the "Extra Page(s)" Worksheet of this form and number them accordingly.
 10. After completing this form, obtain the appropriate approval signature(s) and submit this document to your location's appropriate Purchasing Group.

Guidelines for Distinguishing Between Supplies and Equipment

One common accounting challenge districts face is that of distinguishing between supplies and equipment, between equipment and improvement of grounds, and between equipment/building fixtures and service systems. Nevertheless, districts must correctly identify each expenditure if they are to achieve the necessary uniformity of accounting.

Whether an item should be classified as equipment or as supplies is determined on the basis of the length of time the item is serviceable and on its contribution to the value of the district. For example, supplies are constantly being consumed and replaced without increasing the value of the physical properties of the district. Equipment has relatively permanent value, and its purchase increases the value of the physical assets of the district.

Expenditures made by districts for equipment, improvement of sites, building fixtures and service systems are charged as capital outlay; expenditures for supplies are charged as current expense. The purchase of equipment either as direct purchase or lease-purchase must be recorded in object classification 6400, Equipment.

Supplies are items of expendable nature that are consumed or worn out, deteriorate in use, or are easily broken, damaged or lost. Examples include paper, pencils, cleaning materials, nails, scissors, test tubes and keys.

Items that have a relatively short service life (less than one year) and that, therefore, must be replaced frequently are also charged as supplies. Examples include brooms, tools and rubber stamps.

Computer software and hardware could fall into either category, supplies or equipment, depending on the cost and useful life. To determine which category of expenditure an item belongs, follow the questions and/or guidelines listed below.

Some articles clearly cannot be classified as either supplies or equipment. They have the characteristics of equipment, but they have a low unit cost or are frequently lost, broken or worn out and replaced in normal use. To obtain uniformity, the district should assign items to the various classifications on the basis of the answers to the questions in the list below:

1. Does the item lose its original shape and appearance with use?
2. Is it consumable, with a normal service life of less than one year?

calculator may last more than one year, but in the event that the calculator stopped working, it would be replaced, not repaired. Thus, it would be declared a supply. Although it is not necessary to continue down the list of other criteria, note that many of them support the classification of calculator as supply rather than equipment. It would not be subject to special control, because the cost of keeping inventory on it would represent a large percentage of the cost. Nor is the cost in excess of the minimum dollar value established by the Budget and Accounting Manual. All of these criteria strengthen the classification of calculators as supplies.

NOTE: It is important to note that the policies of a district may override any of these guidelines. Districts may also wish to include in their historical inventories, audit trace inventory system, or any other acceptable inventory system those items whose acquisition costs are less than the amount cited in the Budget and Accounting Manual (\$1,000). It may be desirable for individual districts to establish and maintain Capital Accounts for charging noninventoriable equipment that do not warrant the keeping of inventory records.

Repair parts that the district purchases for buildings, equipment and grounds, regardless of cost, are normally charged as supplies and would be accounted for under object 4000. Examples include plumbing fixtures; compressors, if part of a larger unit; bus transmissions; engines; and timer devices for automatic sprinkling systems.

Repair costs are those outlays which are necessary to keep an asset in its intended operating condition but which do not materially increase the value or physical properties of the asset. These costs would be accounted for under object 5000.

In contrast, all additions and betterments to fixed assets should be charged to a Capital Outlay account when acquired or when construction or installation is completed. An addition refers to a physical extension of some existing asset. A betterment exists when part of an existing asset is replaced by another and the replacement provides a significant increase in the life or value of the asset.

Capital Outlay expenditures are those that result in the acquisition of capital assets or additions to capital assets. They are expenditures for sites, improvement of sites, buildings, improvement of buildings, building fixtures, service systems and purchase of initial or additional equipment.

3. Is it easily broken, damaged or lost in normal use?
4. Is it usually more feasible to replace it with an entirely new unit than to repair it?
5. Is it an inexpensive item? Does the small unit cost make it inadvisable to inventory the item? See *Education Code Section 81600*.

If the answer to one of the above five questions is yes, the item should be classified as a supply item and the expenditure should be recorded within object classification 4000. If all answers are no, the item should be classified under object classification 6400, Equipment.

Another method of distinguishing equipment from supplies is to follow the useful flowchart below.

**Guidelines for Distinguishing Equipment from Supply Items
(Listed in Priority Order)**

Lasts more than two years	⇒	NO	
⇓ YES			
Repair rather than replace	⇒	NO	
⇓ YES			
Independent unit rather than being incorporated into another unit item	⇒	NO	At first NO
⇓ YES			item is declared to be SUPPLY
Cost of tagging and inventory small percent of item cost	⇒	NO	
⇓ YES			
Exceeds minimum dollar value established by the Budget and Accounting Manual (\$200)	⇒	NO	
⇓ YES			

EQUIPMENT

By way of example, let us classify both a personal computer and a calculator. The computer is likely to last more than one year, and if it did break down, it is most likely to be repaired. The

**Inter-Office Correspondence
Los Angeles Community Colleges**

December 22, 2011

To: College Presidents, Vice Presidents of Administration, Facilities Managers, Accounts Payable Managers, Receiving Supervisors, College Financial Managers, College Procurement Specialists and Purchasing Aides

From:  Jeanette Gordon, Chief Financial Officer

SUBJECT: REVISED DISTRICT-WIDE GUIDELINES ON ASSET CAPITALIZATION AND LOW VALUE ASSETS

Effective January 15, 2012, the thresholds for low value assets shall be changed from \$250 - \$4,999 to \$500 - \$4,999. The capital asset threshold will remain at \$5,000 or greater.

As part of the Asset Management program, a review and assessment was made of the current LACCD asset tracking threshold. The District Asset Management Committee made the recommendation to increase the tracking threshold for low value assets to \$500 in lieu of current tracking threshold of \$250. These recommended changes were presented to the DAC and the Chancellor's Cabinet in October, 2011. In addition, the committee also recommended tagging and maintaining the asset records for the following assets regardless of acquisition value:

Items Always Tracked Under \$500 Acquisition Value Threshold

Furniture		
1	ADA Furniture	
2	Chairs	
3	Desks	
4	Student Desks & Tables	Student Classroom Furniture
IT Equipment		
5	Audio / Video Recording & Display Equipment	e.g. - Digital Cameras, Monitors, Televisions, Video Cameras, DVD Players & Recorders; Projectors
6	Computers	e.g. Net books, Laptops, Desktops
7	External Drives	
8	Global Positioning System (GPS) Devices	
9	Mobile Media Devices	e.g. Tablets, Digital Video Players,

		Cell Phones
Educational Equipment		
10	Calibration devices	
11	Costume Design / Fashion Equipment	
12	Lab Equipment	e.g. Microscopes, Hot Plates
13	Medical Instruction / Training Equipment	
14	Musical Instruments	
15	Test Equipment	e.g. Scantron Equipment
16	Theater / Photography Lighting	
Miscellaneous		
17	Firearms	
18	Leased Items	e.g. Copiers; all items which are leased by the District. Asset record should hold lease start & lease end.
19	Off-Site Use (Extended)	e.g. Laptops, instructional equipment used for entire semester.
20	Safety Items	e.g. Freestanding Eye Wash Stations, Fire Extinguishers

This change will affect all areas of the District that generate purchase orders in SAP. Specially Funded Programs are still required to follow current grant language regarding asset thresholds, and should use the more stringent rule set. For example, if the grant calls for asset tracking at a \$5,000 level, those departments should follow the LACCD tracking threshold of \$500.

Additional instructions and guidelines will be provided regarding the SAP/Purchasing/Asset recording process and procedure changes.

Should you have technical questions, please contact:

Danielle Lyons, District Asset Coordinator, 213-966-2403
Sharon Chen, SAP Business Analyst, Information Technology, 213-891-2491

If there are any questions regarding this policy change, please feel free to contact either Jeanette Gordon on extension 2090 or Harry Ziogas on extension 2102.

JG:ag



LOS ANGELES COMMUNITY COLLEGE DISTRICT

EAST • CITY • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE • TECHNICAL • VALLEY • WEST
OFFICE OF THE CHANCELLOR

Directive Number 142
April 14, 2011

TO: College Presidents

RE: Pursue Costs Savings by Use of Available Contracts for Procurement

In light of the current, severe fiscal constraints, the contracting authority delegated to the College Presidents, and delegable by them to the Vice Presidents of Administrative Services, is limited as follows, effective for all orders or contracts initiated within five business days following the date of this directive:

- Utilize existing District-wide agreements for all supplies, equipment and other purchases, in order to ensure the most effective use of funds and staff time.
- Needs that cannot be met with existing District-wide agreements or where more favorable pricing has been provided by written quote may be allowed at the discretion of the Deputy Chancellor or her designee, by obtaining permission in advance of purchase.
- Ratification Items for purchases that do not comply with this directive will be returned and become the personal responsibility and liability of the individual(s) who made the purchase(s).

Specific contracts available include the Foundation for California Community College (FCCC) agreement with Office Depot with savings ranging from 10% to 60% depending on specific material. Other available agreements have been established through the Western States Contracting Alliance, including industrial supplies through Grainger with savings from 10% to 83% on over 140,000 products; janitorial supplies contract are available with Waxie with discounts from 45% to 60% off list pricing; copier agreements are also available for Konica, Oce, Ricoh, Sharp, Toshiba and Xerox machines.

- Multiple formally bid contracts have been established through Build-LACCD that include classroom, library and office furniture with discounts ranging from 35% to 61% from vendors such as Krueger International, Haworth and Unisource. The Colleges may utilize operational funds for purchases under these contracts. Use of bond funds for purchasing remains subject to established procedures and limitations for bond fund expenditures.


Daniel J. LaVista, Ph.D.
Chancellor

C: Board of Trustees
Executive & Senior Staff
Personnel Commission

770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017-3896 • (213) 891-2201 • FAX (213) 891-2304

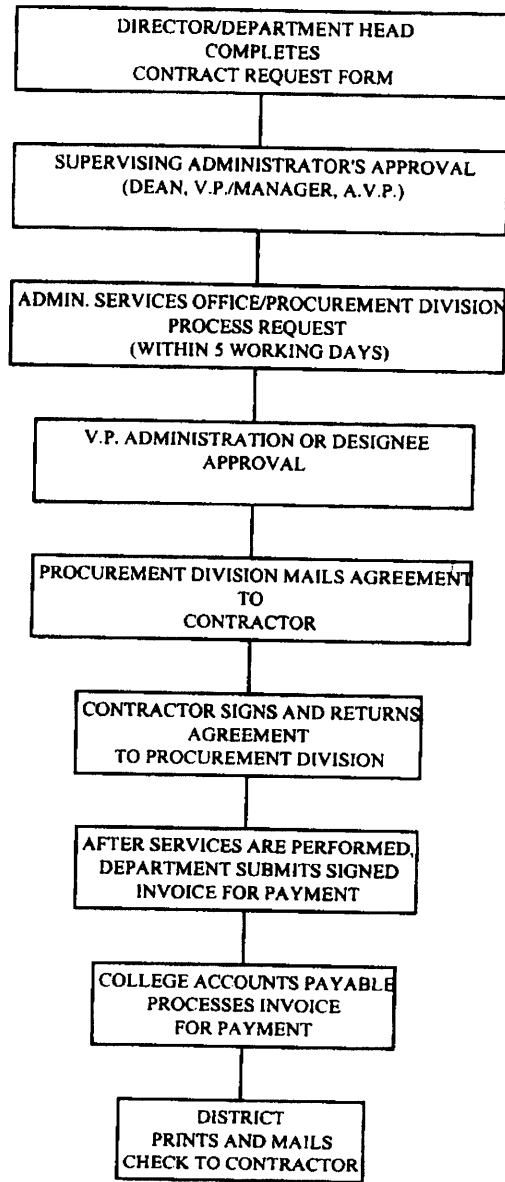
CHANGING OR RETURNING AN ITEM

- 1. Notify Accounts Payable immediately to stop payment on invoice/s received (if the payment is not made already).**

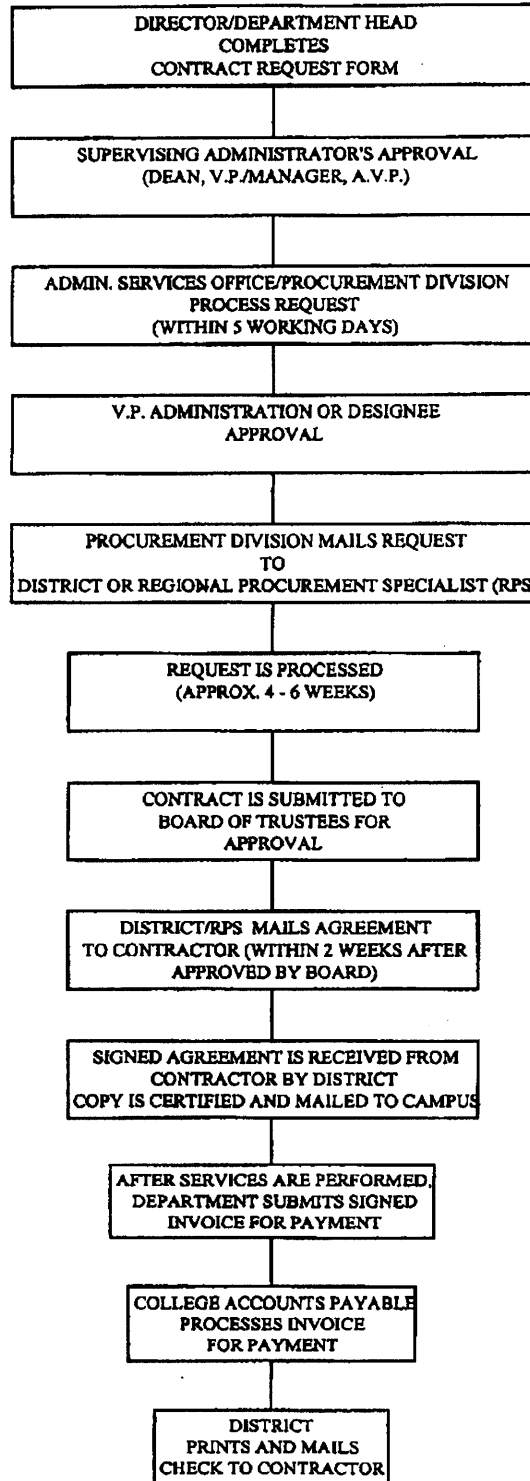
- 2. Contact the company to see about exchange or return options**
 - A. If returning the item/s:**
 - 1. Obtain a return authorization number from the company,**
 - 2. Take the item with the return authorization number to the Receiving Department for return.**
 - 3. Send an email to the Purchasing Division requesting to cancel the item from the PO so the funds are released for your future use.**

 - B. In case of exchange: E-mail the Purchasing Division or submit a request providing new description and pricing. The AMENDED PO will be faxed to the Vendor, Receiving Department, and Accounts Payable.**

LACC SHORT TERM AGREEMENT PROCESS
LIMIT TO ONE YEAR OR LESS, LIMITED TO \$5,000 TOTAL COST



LACC CONTRACT PROCESS
PERIOD FOR MORE THAN ONE YEAR AND TOTAL COST OVER \$5,000





CONTRACT REQUEST FORM – Location: _____

This form must be received in LACCD's Business Services Division **FOUR WEEKS PRIOR** to commencement of the Contract Period [excludes Short Term Agreements (STAs), Facilities Orders, and some Short Forms].

FOR OFFICE USE ONLY:
 SAP Doc. #: _____
 Notes: _____

* = Required Information

Note: Please check which "Action" item you will be using

<p>*ACTION</p> <input type="checkbox"/> New contract <input type="checkbox"/> Amend contract <input type="checkbox"/> Renew contract <input type="checkbox"/> Terminate contract <input type="checkbox"/> Income Contract #: _____	<p>GENERAL AGREEMENTS</p> <input type="checkbox"/> Educational Services <input type="checkbox"/> Lease of Equipment <input type="checkbox"/> Lease of Facility <input type="checkbox"/> Maintenance of Equipment <input type="checkbox"/> Performance/Workshop <input type="checkbox"/> Professional Services <input type="checkbox"/> Other: _____	<p>SHORT TERM AGREEMENT (STAs) (\$5,000 or less AND one year or less)</p> <input type="checkbox"/> Community Services <input type="checkbox"/> Model <input type="checkbox"/> Performance/Workshop <input type="checkbox"/> Personal Services <input type="checkbox"/> Reader <input type="checkbox"/> Other: _____	<p>FACILITIES</p> <input type="checkbox"/> Consultant Proposal <input type="checkbox"/> Facilities Order <input type="checkbox"/> Professional Services <input type="checkbox"/> Short Form <input type="checkbox"/> Standard Form <input type="checkbox"/> Other: _____
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CONTRACT INFORMATION

*Period of Services: From: _____ To: _____ (Inclusive)
 *Lessor / Contractor: _____ SAP Vendor # (if known): _____
 *SSN / Federal Tax ID: _____
 *Street Address: _____
 *City: _____ *State: _____ *Zip: _____
 *Contact Person: _____ *Phone #: _____
 License #/License Type: _____ *Fax #: _____
 *To be billed per: Month Semester Contract Period Other: _____
 Rate or Cost or Income _____ Per: Day Month Year
 Other: _____

LOCATION INFORMATION

*Requestor: _____ Date: **11/9/07**
 *Title/Position: _____ *Dept.: _____ *Phone/Ext.# _____
 Contact: _____ (Complete if different from Requestor) Phone/Ext.# _____

***Funds Center Approval:**
 If using multiple accounts, please provide details in the "Description" area below.

Fund (Fund/Program)	G/L Account (Object Code)	WBS/Cost Center

For help on new accounting codes, please refer to <http://sap.laccd.edu> under section "Account Cross Reference".

APPROVALS: (1 = College; 2 = District)

*Printed Name: _____	*Signature: _____
*VP of Admin. ¹ /Mgr. ² : _____	*Date: _____
*President ¹ /Director ² : _____	*Date: _____

***Specific description, purpose, and justification** (Describe each in full – use separate sheet if needed and/or attach all necessary documentation.)

*Estimated cost for total contract period: \$ _____

INSTRUCTIONS - CONTRACT REQUEST FORM

NOTES:

A Contract Request Form is required to initiate the process and obtain approvals for all agreements, leases, renewals, or amendments. It is also required for no-charge uses of facilities when the facility requires any type of agreement form to be signed.

This completed form must be received in the District's Business Services Division FOUR (4) WEEKS PRIOR to commencement of the Contract Period (excludes Short Term Agreements, Facilities Orders, and some Short Forms).

1. Next to **Location**, the Initiator should enter the location (e.g., District, City, East, Harbor, etc.) from which this Contract Request Form is originating.
2. Under **Action**, the Initiator should check which type of transaction he or she is requesting (e.g., create, amend, renew, or terminate a contract). Other than creating a contract, the Initiator should also provide the **Contract #** on which action is being taken.
3. Check which type of agreement you will be using under the **General Agreement, Short Term Agreement, and Facilities** sections. If the type being requested is not listed, please supply the information in the **Other** section.
4. Under **CONTRACT INFORMATION**, include:
 - Beginning and ending dates requested for the contract;
 - The full legal name and address of contractor as it should appear on the contract (plus contact person, phone number, fax number, social security number/federal tax ID, license #/license type (if applicable));
 - SAP Vendor # (if known);
 - Billing information (per month/semester/contract period/other);
 - Details of the cost(s), per day/month/year/other; educational allowance (if applicable); and sales tax (if applicable);
 - For Specially Funded Program requests, attach a copy of the proposal and proposed contract or "boiler plate", if available, and a copy of the related Budget Transfers Authorization Form;
 - For Lease or Maintenance of Equipment, please include the manufacturer's serial number, if available, and physical location of the equipment. If applicable, include any installation or removal charges;
 - For Lease of Facilities for credit or non-credit classes, attach a schedule of classes.
5. Under **LOCATION INFORMATION**, include:
 - Requestor's name, title/position, department, and phone number and/or extension;
 - Contact person's name and phone # and/or extension (complete only if information is different from Requestor);
 - For Funds Center Approval, specify the Fund, G/L Account and WBS/Cost Center being charged and obtain the signature of the individual who has approval authority for the specified Funds Center;
 - Obtain the signatures of the Vice President of Administration and the President (if College-initiated) or the Manager and Director (if District-initiated). These signatures certify that the Contract Request Form has been examined and the proposed expenditure is considered appropriate.
6. Under **SPECIFIC DESCRIPTION, PURPOSE AND JUSTIFICATION**, please give full and complete details for each. For Human Resources contracts, define the nature and scope of the service to be provided. Specify **exactly** what is to be provided by the Contractor and also **exactly** what is expected of the District (if applicable). If needed, attach a separate sheet to allow for more descriptions of each section. Finally, include the amount under the **ESTIMATED COST FOR TOTAL CONTRACT PERIOD** section.

After obtaining all necessary approvals, forward the Contract Request Form to your appropriate Purchasing/Contracts Group for further processing.

CATERING SERVICES PROCESS – UPDATED 1/3/19

Catering Services - all requests for catering services will be handled as follows:

1. The District has a contract with Pacific Dining for food service dining, vending machines and mobile catering services. Please contact Pacific Dining for your catering needs. Contact number 408-406-8487.
2. If Pacific Dining cannot provide services for your event, you can obtain 3 quotes from outside vendors. Select a vendor and submit with Purchase Request Form. Ensure to provide the documentation to show that you contacted Pacific Dining. Submit all documentation with the **Purchase Request Form**, REQUET FOR FOOD PURCHASE – Pre-Authorization for Meal and/or Refreshment, and SFP Certification Statement to Purchasing Division. Funding in GL 589000.

Note: If you are requesting catering services for the fiscal year, please submit all documents with a **Contract Request Form**. Funding in GL 562100.

Please let me know if you have any questions. Thank you.

Mayra Zelaya, Supervisor
Accounts Payable & Purchasing Office
Los Angeles City College
zelayamc@lacitycollege.edu
Tel. 323-953-4000 Ext. 2088
Fax. 323-953-4049

SFP CERTIFICATION STATEMENT SAMPLE

"I hereby certify that these expenditure(s) were budgeted and authorized under the (fill in the name of the SFP) Program, with Fund account#__, for the effective dates of (fill in the beginning effective date of the SFP Program), through (fill in the ending effective date of the SFP Program). The Board of Trustees of the Los Angeles Community College District approved this SFP Program on (fill the Board acceptance date*)."



Los Angeles Community College District

Date: _____

To: Accounts Payable Manager

From:

Re: **REQUEST FOR FOOD PURCHASE—Pre-Authorization for Meal and/or Refreshment Purchase Under Board Rule #71000**

This memorandum is a pre-authorization for LACCD employee

Name:	Employee Number:
-------	------------------

to make a meal and/or refreshment purchase in accordance with Board Rule #71000. Please, review instructions on second page of this form.

This expenditure is for an event/activity which is deemed an (check appropriate item below):

- ___ In-service training event,
- ___ Educational conference/event,
- ___ Selected committee not covered under Personnel Commission's authority,
- ___ Special function that directly serves a District need or function as follows (provide rationale)

Event Date: ____/____/____

Estimated purchase cost: (for Cal Card, see spending limits and maximum limit in the Policies and Procedures for the Purchasing Card Program available on our website): \$ _____.

Charge Account: Fund _____ GL _____ CC/WBS _____

The employee has read and understands all the Board Rules and Administrative Regulations related to meals and refreshment purchases, and the employee shall abide by all other Board of Trustees Rules and Administrative Regulations, policies and procedures such as providing an itemized receipt.

Requestor

Date

Supervisor/Division Head

Date

Approval: College President/Chancellor

Date

