

CHECKLIST FOR PURCHASE ORDERS

Materials, Supplies, and Equipment

Is the Vendor in SAP?

Yes

No – Have the Vendor complete a “Create Vendor Form,” provide a copy of their W-9, and email it to ProcurementVendorMaintenance@email.laccd.edu.

Complete a Purchase Request Form

→ Note: Prepare Electronic Budget Transfer Authorization (eBTA), if necessary. Funding must be in the appropriate G/L account (e.g. 452100, 453100, 452120, 642300, 640100) prior to submission of request.

Purchase Request is less than \$2,500

→ Forward Request to Administrative Services.

Purchase Request is \$2,500 up to \$4,999.99

→ Forward Request to Administrative Services with three (3) informal quotes.¹ If the vendor with the lowest quote is not selected, please provide written justification for the selection.

→ An INFORMAL quote is from a catalog, website, email, master agreements, etc.

Purchase Request is \$5,000 up to \$92,599.99²

→ Forward Request to Administrative Services along with three (3) formal written quotes. If the vendor with the lowest quote is not selected, please provide written justification for the selection.

→ A FORMAL written quote is obtained from the vendor.

¹ Exceptions to the quote and bidding requirements are specified in Purchasing Policy for Non-Competitive Procurement (PP-04-13).

→ If Request will use a **Build LACCD Master Agreement (MA)** or any valid **piggyback contract**, the following must be provided:

A copy of the complete contract.

List of supplies, equipment, and materials that are to be purchased from the contract.

Highlight the provision in the MA or piggyback contract that states the contract is “piggybackable” and is available for other public entities to utilize.

The contract term dates shall be valid and effective.

² Bid Threshold for 2019 is \$92,600.

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___ Purchase Request is \$92,600 and up

- A formal bid is required.
- Forward Request to Administrative Services with complete product descriptions, specifications, and all other applicable requirements. The College Purchasing Department/Initiator enters the Request and attaches all required documents in SAP for processing.

NOTE: Some SFP's have lower thresholds for quotes (Federal OMB – requires quotes for all purchases/contracts more than \$1.00)