

**PLEASE UPLOAD REQUIRED DOCUMENTS INTO ONBASE PRIOR TO SUBMITTING YOUR REQ FOR APPROVALS
& NOTE REQUIRED INFORMATION INTO THE DOCUMENT TEXT OF YOUR REQ**

This document includes hyperlinks (in blue) for reference

REQUIRED SUPPORTING DOCUMENTS FOR DOLLAR AMOUNT OF REQ OR AGREEMENT (IF APPLICABLE)					
\$ Amount	\$1-\$999	\$1,000-\$4,999	\$5,000-\$25,000	>\$25,000-\$109,299	\$109,300 ¹ or more (or purchased w/ Formal Bid)
OnBase:	<input type="checkbox"/> Nothing; 1 quote optional	<input type="checkbox"/> 1 quote (excludes Standing POs)	One of the following: <input type="checkbox"/> 3 Quotes* (Shopping carts are not a valid quote) <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Single Source ² <input type="checkbox"/> Legal Authority noted on REQ	One of the following: <input type="checkbox"/> 3 Quotes* <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Single/Sole Source ² <input type="checkbox"/> Legal Authority noted on REQ	One of the following: <input type="checkbox"/> Formal Bid Process ² <input type="checkbox"/> Approved Board Comm. <input type="checkbox"/> Proof of Bid Ad <input type="checkbox"/> Fully-Executed Agreement <input type="checkbox"/> Bid # noted on REQ <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Sole Source & Resolution ² <input type="checkbox"/> Legal Authority noted on REQ

**Requester may choose vendor w/in AVC's [service area](#), so long as the quote is not greater than 25% of the lowest quote obtained.*

REQUIRED SUPPORTING DOCUMENTS, APPROVALS & INFORMATION FOR PURCHASE/AGREEMENT TYPE					
<i>**Agreement, COI & Endorsements, and Approved Board Communication may also be required depending on the type of purchase**</i>					
Food Related Purchases Catering, Food Trucks, etc. <input type="checkbox"/> Approval from Director of Auxiliary Services	Facilities Related Purchases³ Furniture, Install, Equip, etc. <input type="checkbox"/> Approval from Facilities	IT Related Purchases⁴ Websites, Software, etc. <input type="checkbox"/> Approval from ITS	Marketing Related Purchases Imprint, Advertising, etc. <input type="checkbox"/> Approval from Marketing	New Vendors Not in Banner <input type="checkbox"/> Current Year W-9	Business Cards Minuteman Press <input type="checkbox"/> Business Card Order Form
On or Off Site Services Provided by Vendor Service, Install, Repair, etc. <input type="checkbox"/> Agreement & Amendments <input type="checkbox"/> COI & Endorsements <input type="checkbox"/> Approved Board Comm. For \$25K+ Agreements <input type="checkbox"/> Additional documents, such as Bonds & PWC-100, may also be required.	Standing (Open) POs <input type="checkbox"/> Authorized Users <input type="checkbox"/> Brief Description of items to purchase <input type="checkbox"/> Due date 6/30/20XX <input type="checkbox"/> P/V Card Agreement on file	Piggyback/Cooperative Agreement \$5K-\$109,299 <input type="checkbox"/> Quote Referencing Piggyback (excludes Standing POs) <input type="checkbox"/> Approved Board Comm. for Agreement <input type="checkbox"/> Agreement noted in Doc Text	Piggyback/Cooperative Agreement \$109,300+ <input type="checkbox"/> Quote Referencing Piggyback (excludes Standing POs) <input type="checkbox"/> Approved Board Comm. for Agreement <input type="checkbox"/> Approved Board Comm. for \$ <input type="checkbox"/> Agreement noted in Doc Text	Memberships per District Policy <input type="checkbox"/> Quote/Invoice	International Vendors <input type="checkbox"/> Selection justification <input type="checkbox"/> Current Year W-8/ W-9 <input type="checkbox"/> Credit Card Payment <input type="checkbox"/> Clear & fair shipping & return policies <input type="checkbox"/> Positive reviews <input type="checkbox"/> Vendor email & phone

CONTINUED ON NEXT PAGE

¹ Bid threshold as of 1/1/2023 - subject to annual adjustment by the CCC Chancellor's Office.

² Contact Purchasing prior to procuring goods & services. [Formal Bid Process](#) takes ~8-12 Weeks. Depending on the terms of the associated agreement, a resolution may also be required.

³ Requester is responsible for contacting Facilities. Additional agreement documentation such as PWC-100 and/or bonds may be required.

⁴ Requester is responsible for contacting ITS. ITS can assist in obtaining quotes and entering Requisitions. Additional agreement documentation such as PWC-100 and/or bonds may be required.

MINIMUM REQUIRED APPROVALS*					
<i>If the request is for categorical, restricted or grant-funded program, the appropriate program manager will also approve the request.</i>					
\$ Amount	\$1-\$999	\$1,000-\$4,999	\$5,000-\$25,000	>\$25,000-\$109,299	\$109,300 or more (or purchased w/ Formal Bid)
Approvals:	<input type="checkbox"/> Dean/Director	<input type="checkbox"/> Dean/Director <input type="checkbox"/> Department VP	<input type="checkbox"/> Dean/Director <input type="checkbox"/> Department VP <input type="checkbox"/> Ex. Dir. Finance/Fiscal	<input type="checkbox"/> Dean/Director <input type="checkbox"/> Department VP <input type="checkbox"/> Ex. Dir. Finance/Fiscal <input type="checkbox"/> President <input type="checkbox"/> Board of Trustees (PO held unless approved board item in Onbase)	<input type="checkbox"/> Dean/Director <input type="checkbox"/> Department VP <input type="checkbox"/> Ex. Dir. Finance/Fiscal <input type="checkbox"/> President <input type="checkbox"/> Board of Trustees (PO held unless approved board item in Onbase)
<i>All REQs/POs using account no. 5100 are held for board approval unless approved board item is uploaded into Onbase</i>					

* See section "Required Supporting Documents, Approvals & Information For Purchase/Agreement Type" for approvals based on purchase/agreement type.

NOTE: This Checklist is provided as a guideline. Under special circumstances, additional documentation may or may not be requested by the Business Services Area. See the Purchasing Website for additional details, www.avc.edu/purchasing

Invoices and Proof of Receipt, or "ok to pay" authorization for services, are required for payment. Please submit to accounts_payable@avc.edu

Please notify PACS for all urgent Requisitions; Requisitions can take ~2-3 weeks to process into a PO once completed for approvals.

REMINDERS:

- Purchasing Guidelines & Processes can be found on the Purchasing Department's website: <https://www.avc.edu/purchasing>
- Purchasing will review quotes to ensure fair & competitive pricing. If quotes are not considered reasonable, additional information may be required from Requester.
- Requesters cannot place orders or obtain services prior to a Purchase Order (PO) being issued by the Purchasing and Contract Services Department (PACS).
- Quotes must be obtained by the Requester. PACS may assist if there is adequate lead time (2 weeks recommended).
- For purchases ≥\$109,300, contact PACS to schedule a meeting to coordinate formal bid request. Note: Formal bids may take ~8-12 weeks
- Timeline from Requisition > Approvals > Purchase Order = ~2-3 weeks, with receipt of completed supporting documentation via OnBase.
- Purchases are subject, but not limited to, the following:
 - [PCC §20651, et. seq.](#) – Formal Bidding
 - [EDC §81656](#) – Delegation
 - [PCC §20657](#) – Split Bidding
 - [BP 6330](#) & [AP 6330](#) – Purchasing
 - [BP 6340](#) & [AP 6340](#) – Bids & Contracts
 - [BP 6380](#) & [AP 6380](#) – Vendors
 - [AP 6370](#) – Contracts, Personal Services