

UPLOAD REQUIRED DOCUMENTS INTO ONBASE PRIOR TO SUBMITTING YOUR REQ FOR APPROVALS

This document includes hyperlinks (in blue) for reference

ONBASE REQUIRED SUPPORTING DOCUMENTS FOR DOLLAR AMOUNT OF REQ OR AGREEMENT (IF APPLICABLE)

\$ Amount	\$1-\$999	\$1,000-\$14,999 (excludes Standing PO's)	\$15,000-\$25,000	>\$25,000-\$114,799	\$114,800 ¹ or more (or purchased w/ Formal Bid)
OnBase:	<input type="checkbox"/> Nothing; 1 quote optional (reference quote # in Doc Text; Shopping carts are not a valid quote)	<input type="checkbox"/> 1 quote (reference quote # in Doc Text; Shopping carts are not a valid quote)	One of the following: <input type="checkbox"/> 3 Quotes* (reference quote # in Doc Text; Shopping carts are not a valid quote) <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Single Source ² <input type="checkbox"/> Legal Authority in Doc Text	One of the following: <input type="checkbox"/> 3 Quotes* (reference quote # in Doc Text; Shopping carts are not a valid quote) <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Single/Sole Source ² <input type="checkbox"/> Legal Authority in Doc Text	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 in Doc Text <input type="checkbox"/> Piggyback (see below) <input type="checkbox"/> Sole Source & Resolution ² <input type="checkbox"/> Legal Authority in Doc Text
<i>*Requester may choose vendor w/in AVC's District Boundary Map, so long as the quote is not greater than 25% of the lowest quote</i>					

ONBASE REQUIRED SUPPORTING DOCUMENTS, APPROVALS & INFORMATION FOR PURCHASE/AGREEMENT TYPE

Agreement, COI & Endorsements, and Approved Board Communication may also be required depending on the type of purchase

<u>W9</u>	<u>Freight/Large Deliveries</u>	<u>Commodity Description</u>	<u>Kits</u>	<u>Business Cards</u>	<u>New Vendors</u>
Current Yr W-9 for Acct Codes: <input type="checkbox"/> 51XX <input type="checkbox"/> 56XX <input type="checkbox"/> 5550 <input type="checkbox"/> 5700-5730 <input type="checkbox"/> 5560 <input type="checkbox"/> 5810-5830 <input type="checkbox"/> 5570 <input type="checkbox"/> 5860-5862	<input type="checkbox"/> Email Notice to Warehouse for deliveries ≥4,000 lbs	<input type="checkbox"/> Item/MFG # (as applicable) followed by detailed commodity description. <input type="checkbox"/> Only use visible keyboard characters	<input type="checkbox"/> If kit contents are packaged and/or shipped as individual items, a detailed breakdown of all kit components must be listed in the item text of the REQ.	Minuteman Press <input type="checkbox"/> Business Card Order Form	Not in Banner <input type="checkbox"/> Current Year W9 (IRS 2024 form) <input type="checkbox"/> Vendor name, email & phone # in doc text
<u>Services Provided by Vendor</u> Service, Install, Repair, etc. <input type="checkbox"/> Doc Text: <input type="checkbox"/> Term for Agmt & term for REQ \$; or <input type="checkbox"/> Term & Cost breakout for multiyear agreements (actual \$ for past yrs) <input type="checkbox"/> Agreement & Amendments w/Sig. Audit Report (Board approval required; see Contract Request Flowchart) <input type="checkbox"/> Insurance (as applicable) <input type="checkbox"/> Approved board agenda for \$25K+ agreements <input type="checkbox"/> Add'l docs may also be required (Bonds,PWC-100)	<u>Standing (Open) POs</u> <input type="checkbox"/> "Standing PO" in Desc. <input type="checkbox"/> Doc Text: <input type="checkbox"/> Description of items <input type="checkbox"/> Authorized Users <input type="checkbox"/> Delivery date 6/30/20XX <input type="checkbox"/> P/V Card Agmt on file for each Authorized User. <input type="checkbox"/> Requesters are solely responsible for tracking expenses and must not exceed the approved amount. If Virtual Card, see requirements	<u>Additional Approvals</u> Food Related Purchases Catering, Food Trucks, etc. <input type="checkbox"/> Approval from Auxiliary Svcs Facilities Related Purchases³ Furniture, Install, Equip, Repair, etc. <input type="checkbox"/> Approval from Facilities IT Related Purchases³ Websites, Software, IT Equip, etc. <input type="checkbox"/> Approval from ITS Marketing Related Purchases Floor Signs Holders, Imprinting, Advertising, AVC Logo Use, etc. <input type="checkbox"/> Approval from Marketing	<u>Piggyback Agreement</u> <input type="checkbox"/> Agreement noted in Doc Text <input type="checkbox"/> Quote Referencing Piggyback (excludes Standing POs) <input type="checkbox"/> Approved Board Comm. for Agreement <input type="checkbox"/> If \$114,800 +, Approved Board Comm. for \$ DO NOT UPLOAD PIGGYBACK AGREEMENT	<u>Virtual CC</u> <input type="checkbox"/> Standing PO <input type="checkbox"/> Doc Text: <input type="checkbox"/> Vendor name <input type="checkbox"/> Desc. of items <input type="checkbox"/> # of Transactions <input type="checkbox"/> Purchase date range <input type="checkbox"/> Authorized users <input type="checkbox"/> P/V Card Agmt on file <input type="checkbox"/> Order conf. sent to: accounts_payable@avc.edu purchasing@avc.edu warehouse@avc.edu (if tangible delivery)	<u>International Vendors</u> <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

¹ Bid threshold as of 1/1/2025 - 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 ITS. If software, also include info noted in "Services Provided by Vendor" section. Click link for details.

MINIMUM REQUIRED APPROVALS*

If the request is for categorical, restricted or grant-funded program, the appropriate program manager will also approve the request.

\$ Amount	\$1-\$999	\$1,000-\$4,999	\$5,000-\$25,000	>\$25,000-\$114,799	\$114,800 or more (or purchased w/ Formal Bid)
Approvals:	<input type="checkbox"/> Dean/Director/Ex. Director	<input type="checkbox"/> Dean/Director/Ex. Director <input type="checkbox"/> Department VP	<input type="checkbox"/> Dean/Director/Ex. Director <input type="checkbox"/> Department VP <input type="checkbox"/> Ex. Dir. Finance/Fiscal	<input type="checkbox"/> Dean/Director/Ex. 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/Ex. 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)
All REQs/POs requiring an agreement and/or using account no. 5100 are held for board approval unless approved board item is uploaded into Onbase					

* 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, <https://www.avc.edu/purchasing-and-contracts>

Invoices, Proof of Receipt, and "ok to pay" authorization are required for payment. Please submit to accounts_payable@avc.edu. Accounts Payable may also require additional documentation for payment, such as flyer/agenda for event related payments.

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 for specific purchase types can be found on the Purchasing Department's website: <https://www.avc.edu/purchasing-and-contracts>

- 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 ≥\$114,800, 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