



Procurement Handbook

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Purchasing Procedure

Conducting purchases for FVCC is part of the routine and normal course of operations. It is everyone's responsibility to minimize the risk and liability associated with FVCC's distributed purchasing model. Therefore, the procedures outlined in this document are expected to be adhered to; otherwise, this privilege and responsibility shall be revoked. Purchases are expected to be guided by prudence, fiscal responsibility, compliance with Board Policies, relevant federal laws, and Montana Code Annotated (MCA).

Purchases of supplies, materials, equipment, and contractual services for the college will be made by the Business Office or designated regular employees within other departments who have been granted appropriate authority from the business unit owner and received proper guidance from the Business Office. Temporary employees, including adjunct faculty, should consult their supervisor and/or the Faculty Handbook for purchasing directions. All purchases must be within the approved assigned budget. It is the purchaser's responsibility to verify that the available budget exists before initiating the business transaction. Furthermore, all purchases must be approved by the direct supervisor (or their delegate) and the relevant executive staff member (or their delegate). The president will review non-routine expenses over \$3,000.

If purchases are made under FVCC grants, the purchaser must work closely with the assigned grant accountant to ensure that all purchases are made within the authority outlined in the grant award documents.

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Any purchasing deviation from these procedures requires support from the VP/CFO and approval by the president.

Procuring goods and services shall follow the language in [18-4-3, MCA](#). The Business Office will be responsible for executing non-routine procurement procedures. FVCC has several methods available for purchasing supplies/equipment and services. Generally, these methods are based on the total contract value of the item or service desired.

Regardless of the dollar amount:

- Ethics is a fundamental tenet of procurement, serving as the cornerstone of fair, transparent, and accountable practices. Upholding ethical standards ensures that procurement decisions are made with integrity, free from bias, favoritism, or conflicts of interest.
- The procurement process should actively encourage competitive pricing to ensure fairness, cost-effectiveness, and value for money. It should also promote continuity in

supplier relationships while fostering a community spirit of inclusiveness and collaboration. By demonstrating a commitment to sharing business opportunities across the community, procurement practices, when possible, avoid favoring any single vendor, ensuring equal opportunities for all qualified suppliers to contribute and thrive. This approach strengthens community ties, supports local economic growth, and upholds transparency and integrity in all procurement activities.

- **Do not** sign any vendor lease, contract, or agreement. The Board of Trustees grants the president sole authority to enter into contracts on behalf of the college as stated in [Board Policy, Chapter IV - Fiscal Affairs, Section 60: Contracts](#).
- Use a purchasing card to pay for goods whenever possible.
- Splitting orders of like items or portions of a project with the intent to circumvent competition or exceed one's delegated authority is prohibited. Purchases should not be split between different funding sources without prior approval. Splitting orders between multiple funding sources does not change or circumvent procurement within authorized limits.
- Remember you are spending tax dollars; spend wisely!

Source of Funding

FVCC established the following types of funding sources, their definitions, and the appropriate use of resources are below:

General Fund: Established to account for the economic resources of FVCC for the purpose of performing the primary objectives of the institution. The general fund is the primary source of funding for FVCC and serves three functions, as defined by Generally Accepted Accounting Principles (GAAP): instruction, service, and research. Appropriate uses of the general fund are as follows: instructional and support service salaries and benefits, academic support activities, student services, institutional support, approved tuition waivers, operations, and maintenance.

Designated Funds: Established to identify special organized activities supported by supplemental assessment or recharged activities. Laboratory fees, course fees, continuing education activities, sales of services, and recharge centers (such as copiers, postage, and the motor pool) are all examples of designated funds. Appropriate uses of designated funds must directly match the revenue source (i.e., photocopy recharge revenue must be used for photocopy-related expenses). Laboratory and course fees are established to cover essential annual consumable curricular costs and, where appropriate, the renewal and replacement of capital items. Laboratory and class fees are not intended for academic incentives (such as food, gift cards or prizes) or non-instructional activities (including non-curricular field trips and parties) Laboratory and course fees must be preplanned and calculated based on the instructional needs of the class/program, whereas each student is receiving equal and identical instructional benefits. Unplanned expenses must be pre-approved by the vice president of academic and student affairs.

Auxiliary Funds: Established for the organization of resources which are expendable for essential on-campus services primarily for students, faculty or staff that are not educational in nature. FVCC established auxiliary funds for bookstore activities, housing, food services, health center services, and Wachholz College Center activities. Appropriate uses of auxiliary funds must identically support the purpose of the revenue and must not be used for instruction-related expenses.

Restricted and Agency Funds: Established for the collection and distribution of funds that are held on behalf of an individual or organization and held for specific purposes, with FVCC acting in the capacity of fiscal agent. This includes local, state, and federal grants, scholarships, student activities, cooperative agreements, contracts, or other inter-agency activities. Appropriate uses of restricted and agency funds are pre-identified by the source of the agent or organization.

Plant Funds: Established for acquiring long-term assets, capital loan proceeds and related debt service, and mandatory fees that support the renewal and/or replacement of capital items. Appropriate uses of plant funds are identically matched with the source of revenue.

Spending According to Budget/Fiscal Resources

All employees with expenditure authority are expected to plan and execute expenditures within the guidelines of the related budget and/or sources of funds. Commitments via contracts, purchase orders, web orders, phone orders or any other method of committing resources shall not exceed the resources assigned to the purchaser during the fiscal period of responsibility. Purchasers must identify alternative sources of revenue to cover any overcommitments made.

Authorized Limits

All purchases should be pre-authorized through the official procurement process and secure the required approvals prior to approval. The procurement method selected is primarily based on the transaction size. Individuals who have been delegated authority to purchase should do so within the following limits.

- **For purchases under \$5,000**, supervisors, executive staff members and/or the president may require more than one estimate of a supply, equipment, or service purchase before granting authority. FVCC purchasers are expected to be prudent, practical, and fiscally minded when executing purchasing decisions. Wherever possible, FVCC purchasers are encouraged to use the state [vendors list](#) for these purchases.
- **All purchases over \$5,000** require a minimum of three documented quotes (see Splitting Orders/Fragmenting) in addition to appropriate budget approval. The purchasing specifics should be entered into the Procurement Process Documentation Quote (\$5,000+) Form and submitted with the quote documentation when entering the PO into the accounting system for approval.
- **For service purchases over \$25,000 and supply purchases over \$50,000**, there are two

basic methods used in public procurement to seek formal competition: competitive sealed bids and competitive sealed proposals. Contracts should include a Statement of Work and a clear expectation of goods and services to be received.

- **Purchases over \$80,000** require a formal bid process and documentation per [7-5-2301, MCA](#).
- **For formal procurements required**, the Board of Trustees authorizes only the president to execute applications and to accept grants or contracts between FVCC and another agency. The Board of Trustees authorizes only the president to enter into contracts when funds have been previously identified, approved, and budgeted or when the dollar amount is less than \$100,000 per [Board Policy, Chapter IV - Fiscal-Affairs, Section 60: Contracts](#).

Obtain Bids or Comparative Quotes

Obtaining bids or comparative quotes is a preferred practice to ensure an approximation of the pricing and services to be received. Quotes should be for equal or like products, including variables such as shipping or delivery charges and any educational discounts available. Staff shall use care and discretion when obtaining quotations from vendors (e.g., pricing **shall not** be obtained for the purposes of leveraging deeper discounts— department staff are strictly prohibited from sharing vendors' quotations with competing vendors). This practice is unethical, biased, and unequivocally unacceptable.

Business Accounts

To ensure consistency, security, and accountability, all business accounts must be opened exclusively by the Business Office. Additionally, access to these accounts is restricted to a designated list of authorized users approved by the Business Office. Unauthorized account creation or access is strictly prohibited. If a department requires a new business account or a modification to existing access, the department must contact the Business Office for review and approval.

This process is vital to protecting the college's credit and ensuring that payments are promptly made to vendors. By centralizing account creation and limiting access, the college safeguards its financial integrity and maintains positive relationships with its vendors and partners.

Public Records and Documentation

All supporting documentation shall be the original, itemized invoices to avoid duplicate payments and to comply with standard audit tracking. All documentation shall be submitted in its original and complete form; all pages are required if multiple pages exist. Documentation must include the vendor's name, date of purchase and a complete list of items purchased.

Procurement documents are considered public records. It is important that all documentation related to purchasing is submitted to the Business Office and properly retained by the purchasing

department. All procurement records must be retained, managed, and disposed of by [2-6-102, MCA](#).

Public record means any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.

If a receipt is lost or unavailable, the purchasing agent must complete a Missing Receipt Form, available through the Business Office, in its entirety.

Personal Services

Personal services are expenses categorized as individuals performing services for the college. Caution should be used when pursuing expenses for personal services to avoid incurring substantial tax penalties and other liabilities. **Approval must be secured before the commencement of services.**

Asset Capitalization and Depreciation

Tangible items costing \$5,000 or more and having a useful life of more than one year will be capitalized and depreciated over the useful life of the item when applicable for purposes of property management. The tangible value of items should include the whole value price for the tangible asset, meaning the purchase price plus any necessary installation, freight, and other related costs. The useful life of an item will be determined by the Business Office. The purchase of tangible items exceeding \$5,000 should be recorded using the Capital (CAP) main account codes.

7001	CAP Vehicle	7010	CAP Equipment Other
7002	CAP Furniture	7101	CAP Land
7003	CAP Instruct Equipment	7201	CAP Building
7004	CAP AV Equipment	7202	CAP Infrastructure
7005	CAP Library Resources	7301	CAP Build Improv CAP Infrastructure
7006	CAP Digital Library Resources	7302	Improvements
7007	CAP Telecom Equipment	7303	CAP Land Improv
7008	CAP Computer Equipment	7304	CAP Leasehold Improv
7009	CAP Software		

Building and other land improvements may require capitalization. Any building or land improvement projects should be discussed with the controller and the VP/CFO before the start of the project.

Software purchased for long-term use, generally a period greater than a year, may require capitalization and require additional financial disclosures as Subscription-Based Information Technology Arrangements (SBITA) license agreements. Software with license access greater than one year should be discussed with the controller and VP/CFO.

See Capital Asset and Depreciation Procedure for more information.

Sale or Disposal of any Property

Authorization of the Board of Trustees will be required for the sale or disposal of any property if such property has a current estimated value of \$1,000 or more. All property designated for disposal will be offered for public sale to the highest bidder either by an advertised solicitation for the sale of the specific item or by public auction.

Fiscal Year End

FVCC is required by the state to record all activity in accordance with generally accepted accounting principles (GAAP). GAAP requires that expenditures be recognized in the accounting year in which they are incurred, which creates the necessity for recording expenditure accruals. The Montana Operations Manual (MOM) defines an expenditure accrual as the recognition of expenditures for valid obligations incurred but unpaid as of the end of the fiscal year.

Deadlines (can change at the discretion of the Business Office):

- **May 15 or the next business day:** Last day for new purchase orders, purchasing card charges, orders placed using a vendor charge account (Lowe's, Home Depot, Ace, etc.) and central office supply orders.
- **June 15 or the next business day:** All purchase orders must be submitted with documentation to process payment in the current fiscal year.
- **June 15 or the next business day:** Last day for departmental charges at the FVCC Bookstore.
- **June 18 or the next business day:** Bookstore physical inventory.

When current fiscal year charges must happen after May 15, it is crucial to communicate with the Business Office to ensure the transaction is recorded in the proper fiscal year.

Vendor Requirements

New Vendor

If a business or individual is not already established as a vendor, the purchaser must obtain and submit specific forms from the vendor before making any purchase. The IRS requires the completion of a [W-9](#), and the [State of Montana](#) requires proof of workers' compensation

insurance or certification of an exemption in some cases (casual employment is excluded). This documentation must be submitted appropriately before the purchase is made.

Sole Source Vendor

Under some limited circumstances, FVCC may conduct a sole source procurement, which awards a supply or service to the only known capable vendor due to the unique nature of the requirement, the vendor, or market conditions. Because this acquisition takes place without the benefit of competition, the State of Montana encourages extreme caution when pursuing this procurement method. Per administrative rule, sole source procedures do not apply if the item is under \$5,000.

A sole source is distinguishable from a sole brand in that only one supplier is available to provide the supply or services. A sole source certification is required when only one vendor can provide the good or service. Market research must be conducted to determine if other vendors exist, ensuring that only one source is available and that no comparable goods or services are available. Therefore, a Sole Source Procurement Justification Form for Items Greater than \$5,000 must be submitted to the purchasing manager, and the sole-source purchase must be approved before acceptance of any offers or issuance of a purchase order.

Purchase Order for Routine Purchases

In the normal course of business, some vendors will bill FVCC directly, particularly on an ongoing basis, for services or products necessary for FVCC to consume. In this situation, a purchase order should be submitted along with appropriate documentation for budgetary approval. All supporting documentation shall be the original, itemized invoices to avoid duplicate payments and to comply with standard audit tracking. All documentation shall be submitted in its original and complete form; all pages are required if multiple pages exist. Documentation must include the vendor's name, date of purchase and a complete list of items purchased. Handwritten receipts, order confirmations that do not include the items purchased or credit card machine receipts will not be accepted.

Pre-authorization Purchase Orders

A purchase order can also be completed to request pre-authorization for large purchases. The completion of a purchase order for pre-authorization is utilized after receiving an estimate or quote for the costs of goods and services. A completed purchase order demonstrates the appropriate approval, method of purchase, fund source and budget availability.

The purchase order is presented to the vendor along with the order estimate or quote as a document that promises payment to the vendor for goods or services. The submission requirements are the same as any other purchase, except for estimates or quotes provided by the vendor rather than invoices. Payment for pre-authorized purchase orders will not be processed

until a final invoice is received from the vendor, and all items have been received and are in proper working order.

It is the responsibility of the purchaser that an invoice is received and provided to accounts payable to process the payment in a timely manner.

Outstanding purchase orders are automatically deleted from the accounting system on June 30 and must be recreated by the original purchaser at the start of each new fiscal year (July 1).

FVCC Purchasing Card

Eligible FVCC employees can make purchases using an assigned FVCC purchasing card. Academic Affairs has generic cards that can be checked out for one-time purchases. All the same rules and expectations under this section apply to the purchaser. Employees shall exercise extreme care and responsibility when making purchases and creating liabilities on behalf of FVCC.

The following procedures shall be followed:

- Establish the requirements for obtaining and using an FVCC purchasing card
- Provide an efficient, cost-effective method of procuring and paying for FVCC supplies/equipment, services, and travel
- Reduce petty cash requests
- Reduce the number of FVCC warrants/checks issued

Cards will be issued to eligible employees who have demonstrated a need to perform their normal duties of employment, received verbal authorization from their supervisor to proceed with completing the purchase card application and submission, obtained official authorization from their supervisor, the relevant executive staff member and the Business Office. The following are the base requirements to be eligible for a purchasing card:

- Active regular FVCC employment status, excluding temporary and students
- Responsible for making purchases in the capacity of employment
- The Business Office will set card limits unless the supervisor or relevant executive staff member deems a special limit is required. Limits will be increased if necessary for approved special trips or initiatives.

Expectations of Purchasing Cardholders:

- The cardholder must sign the back of the card. Although the card is issued in the employee's name, it is the property of FVCC and can only be used for FVCC purchases.
- The cardholder is responsible for the security of the card, and the card must be properly stored to prevent unauthorized use.

- The cardholder must accept all the purchasing card privileges and responsibilities outlined in the Purchasing Card Application and Agreement.
- The card number should not be given to a company to keep on file for future use.
- When goods are being shipped to FVCC, the vendor must be instructed to ship the items to an FVCC address in Kalispell or Libby, including an itemized invoice and packing slip in the container. If the product must be shipped to a non-FVCC address, approval from the supervisor and the relevant executive staff member must be obtained before placing the order.
- Cardholders must retain all itemized receipts, invoices, packing slips, email confirmations, etc., for returns, exchanges, payment and supporting audit documentation. Receipts must be approved by the supervisor.
- Cardholders must submit a purchase order immediately following a charged transaction and accompanied by appropriate supporting documentation.
- Recurring charges should not be a part of regular business. Recurring charges will only be accepted with the submission of the contract or invoice initiating the commitment and documented evidence of approval from the supervisor and the relevant executive staff member. This authorization must be reapproved after the contract ends or the fiscal year ends, whichever comes first.

The following information must be provided to accounts payable for all recurring charges:

- Cardholder
- Start and End date
- Vendor
- Recurring Payment Amount
- Frequency of Payment (monthly, quarterly, semi-annual)
- Purpose
- Authorization of the supervisor, the relevant executive staff member and the VP/CFO

Allowable Purchasing Card Uses (not an exclusive list):

- Travel expenses such as car rentals, taxis, shuttles, etc., as permitted (tips for taxi services up to 15%)
- Registration fees for conferences
- Lodging
- Airline tickets
- Instructional and/or office supplies and materials
- Non-per diem food used for educational or reception purposes
- Gift cards per these procedures

Unallowable Purchasing Card Uses (not an exclusive list):

- Cash advances

- Per diem meals and related meal tips
- Entertainment
- Contracted services (vendors who are IRS Form 1099 eligible, i.e., independent contractors, performers, consultants, speakers, etc.)
- Personal expenses
- Personal vehicle gas, supplies, related services
- Any purchase, alcohol or any substance, material or service that violates governing policies (no alcohol can be purchased with general funds or grant funds, regardless of purchase type)

How to Apply for an FVCC Purchasing Card:

- Complete the [Purchasing Card Application and Agreement](#) located on the [Employee Forms & Documents webpage](#).
- When the card arrives, the Business Office will contact the cardholder, who will be expected to pick the card up in person.

Lost or Stolen Cards

It is the cardholder's responsibility to understand that they are being entrusted with a valuable tool and should make the utmost effort to protect the card from being lost or stolen. However, if the card is lost or stolen, the cardholder agrees to notify the accounts payable and procurement manager at 406-756-3805. If the Business Office is closed, it is the cardholder's responsibility to contact the appropriate bank or financial institution.

Other Purchasing Responsibilities

Inspection of Supply / Material Purchases

All persons purchasing supplies or equipment must inspect the supplies or equipment received. It is not uncommon to receive supplies or equipment that don't meet specifications. The guidelines listed below will provide a basis for inspection and receiving.

When supplies or equipment are delivered, the person receiving them should carefully check the external appearance of each package for signs of damage. Any scratches, dents, watermarks, etc., should be noted on the delivery slip. The person initiating the purchase of the supplies or equipment should also note the quantity of packages or containers received. The delivery slip should be signed only for the number of parcels received from the carrier. All discrepancies should be noted on the delivery slip, signed, and dated. Most often, the mailroom personnel will assume this responsibility but will not open packages.

Once supplies and equipment have been received and externally checked, the person initiating the purchase shall conduct an internal inspection as soon as possible. Each container or shipment should contain a shipping document supplied by the manufacturer or vendor. The shipping

document should list all the items and quantities shipped. The shipping document should be checked against the items received by type and quantity. Any discrepancies, defects or damages should be noted on the shipping document, and the inspector should initial and date the shipping document. The purchaser should verify that the items delivered match the items ordered and meet the specifications listed on the purchase order. After inspection, any problems discovered should be referred to the vendor. The purchaser may wish to contact a vendor by phone, but a written statement of the problem should be sent to the vendor.

Personal Reimbursements

Personal reimbursements for FVCC supplies, materials or services are not allowable. All FVCC expenses shall be incurred on FVCC Purchasing Cards, direct invoices or other means identified by the Business Office. Continuing Education teachers must submit invoices for necessary instructional supplies.

Costco Purchasing

There are times when it is financially beneficial to purchase supplies and materials from Costco. Costco membership cards can be checked out from the Business Office and must be returned promptly. FVCC only has one card to service the entire campus. The FVCC purchasing card is to be used to make the purchase, and the purchase order procedures shall be followed.

Craigslist / eBay / Facebook Marketplace Purchasing

Except for approved purchases, FVCC does not support purchases from online personal sales services, such as Craigslist, eBay, Facebook Marketplace, or other similar platforms, unless prior approval is obtained from the executive staff.

Gift Cards (Prepaid or Merchant Specific)

Gift cards provided to employees or students for non-financial aid-related purposes (for example, completing surveys, attending an event, participating in a focus group) are classified as income to the recipient and are subject to IRS reporting. The value of gift cards given to students and non-employees is taxable and reportable income on IRS Form 1099-NEC if the value of gift cards received aggregates to an amount of \$600 or more per calendar year. **Gift cards for FVCC services such as dining, bookstore, continuing education, and coffee are encouraged.**

To remain in compliance, the following processes have been instituted:

- All gift card purchases must be pre-approved via the Gift Card Purchase Pre-Approval form.
- All gift cards must be purchased on an FVCC purchasing card, either the FVCC card in the user's name or an appropriate business unit purchasing card.
- A person may not receive more than \$600 total in gift card compensation per year.

Students

- Gift cards may not be given to students as academic incentives.
- Gift cards may not be purchased with lab fee accounts.
- Gift cards may be given to students as prizes for student government, student activities, and student intramurals.
- Gift cards may be given to students for performing a service to FVCC and can be purchased in increments of up to \$50, provided the service does not recur more than twice within a calendar year (for example, notetakers for Disability Services, musical performers for FVCC or Foundation events, participants in marketing or recruiting activities).

Non-Employees

- Gift cards may be given to non-employees as long as the service does not demonstrate characteristics of a regular employment relationship.

FVCC Employees

- Gift cards should not be given to employees and must be approved by the respective executive staff member.
- Any payment for services to an FVCC employee is considered compensation and shall be processed through payroll.

Gift cards for employees will be added to the employee's payroll records for tax reporting purposes as defined by the Internal Revenue Service. Within five business days of the gift card being received by the employee, the purchaser shall provide to Human Resources and the employee the following information: the name of the recipient, the amount of the gift card, a copy of the gift card, and the date given to the employee.

It is the responsibility of the purchaser to ensure these are tracked centrally to comply with the IRS reporting requirements for issuing an annual IRS Form 1099.

Independent Contractors

Sometimes, services are performed by non-employees. All contracts or Memoranda of Understanding (MOUs) with independent contractors shall be approved by the president prior to execution. The Business Office will assist in establishing independent contractors as FVCC-approved vendors. A completed current IRS Form W-9, proof of worker's compensation and/or worker's compensation exemption shall be submitted and on file before any services are performed. Independent contractors are responsible for submitting invoices for payment, which shall be approved by the appropriate FVCC purchaser.

Travel Procedure

Guidelines for how employees should conduct travel and the associated expenses are provided in the [Travel Procedure](#), as per [Board Policy, Chapter IV - Fiscal Affairs, Section 140: Official Travel](#).

Food and Catering

The Eagle's Nest has the first right of refusal for all food catered on campus. If a department or group is hosting an event on campus, they must provide the Eagle's Nest with the first opportunity to cater the event. This includes food purchased for resale, internal use, or the public. Meals or food purchased with college resources should be for an approved official function or event. **Alcohol cannot be purchased using college funds unless designated for an approved class or with presidential approval.**

Software and Technology

All software and technology purchases must be either sourced through the Information Technology (IT) department or approved for direct purchase before purchase (see Request for Teaching and Learning Software Procedure). Software and technology procurement have unique security, compatibility, and warranty concerns. Additionally, the college seeks to benefit from bulk or shared licensing at contracted or educational pricing whenever possible. The IT department is best positioned to evaluate purchases for compatibility and appropriateness, thereby avoiding duplication of similar licensing across campus. Standard processing time for technology or software requests requires a two-week notice in addition to fulfillment timelines. All software and technology installations are subject to the college's cybersecurity requirements.

Email authorization will be required to accompany any software or technology purchased by a department other than the IT department.

Facilities or Construction Services

Purchases that may require changes to the physical space or utilities must be reviewed with and approved by the facilities department before purchase. Costs required for any physical changes to the building are considered part of the purchase cost and are the responsibility of the purchasing department. Any changes to the facilities require presidential approval before the purchase of any goods or services.

Glossary

Encumbrance	Recording a reserve or claim for an impending or expected expense. For example, requesting a purchase order to encumber the net value for 12 months of utilities and reserving expected utilities within the budget.
Indirect Expense	An internal cost not assigned to a specific item or activity incurred while operating a grant or third-party activity.
Invitation to Bid	A solicitation document asking for submission of competitive, written, and signed and sealed bids in which specification, price, and delivery (or project completion) are the predominant award criteria.
Personal Service	Contracts which are primarily for a service and call for specialized skills, knowledge, and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic, or management discretion or judgment.
Purchase Order	An official document used by the Business Office to execute a purchase transaction with a vendor/supplier/contractor. A purchase order is just one of many types of contracts or binding agreements used by the Business Office.
Quotation	The stating of a price for the purchase of a good or service.
Request for Proposal (RFP)	A solicitation document calling for competitive proposals/offers. The RFP process permits evaluation of the offer using pre-established criteria. The award of the contract based on price may not necessarily be the predominant award criterion.
Sole Source Purchases	Purchase made without a competitive process, based on the justification that only one known source exists due to a single supplier or other unique variable that would prevent fulfillment by multiple suppliers or sources.
Splitting Orders/Fragmenting	Intentionally breaking down purchase or dollar value into two or more transactions to evade review or competitive authorization limits.