

PURCHASING: FREQUENTLY ASKED QUESTIONS

The following are some frequently asked questions about processes in the Arizona Western College Purchasing Department. If you do not find the answer to your question here, please feel free to call any of our staff for further assistance. Follow this link for a copy of the Purchasing Manual:

http://www.azwestern.edu/business_and_administrative/purchasing/index.html

Purchasing Cards (also referred to as P-Cards):

Q: How do I get a Purchasing Card?

A: Please go to:

http://www.azwestern.edu/business_and_administrative/purchasing/code_of_ethics.html and follow the instructions there.

Q: Where do I find information on the rules of Purchasing Card use?

A: There is a P-Card Policy located at the link above. Anyone who has a P-Card should be fully versed in this policy before using the card.

Q: Can a Travel P-Card be used for regular purchases and Vice Versa?

A: No. There are 3 distinctly different forms of Purchasing Cards. First is the Purchasing Card which is intended for supplies and services for the college that are not associated with any type of travel or club activity funding. The Second is a Travel Card. These are intended solely for use during approved travel.

Q: How do I get the limits changed on my P-Card?

A: Your Approver must send an e-mail request to the Program Administrator outlining the reasons for the request and stating what amount the request is for.

Q: Can I have multiple P-Cards?

A: There are three types of P-Card: Purchasing, Travel and Declining. One person may have one of each of these if their duties warrant it.

Q: What if I don't want to have a card?

A: You will need to discuss this issue with your supervisor. There are some positions in the College that rely heavily on the availability of the P-Card to do the job most efficiently. It will be up to your supervisor to determine if one is not required for your position.

Q. Can Fixed Assets be purchased on a P-Card?

A. Fixed assets (\$1000 to \$4999.99 Cost) can, but the purchaser needs to be sure to let Purchasing know when they make such a purchase so a tag can be issued and applied and an entry made into Colleague. A Steward must also be assigned. Capital Assets may NOT be purchased on a P-Card. This is anything with a cost of \$5,000 or above. Please see the guide on the Purchasing Home Page which is called "***AWC Asset Procedures***" for further guidance.

Q. Who can have a Club P-Card?

A. Club P-Cards are issued to Club Advisors upon request. These cards are Declining Balance Cards. The amount of money available on the card is in dependent upon the amount of club funds placed on the card for use. More information can be found in the Club Advisor Manual located at:

http://www.azwestern.edu/student_services/campus_life/student_activities/clubs_and_organizations/downloads/13-14%20Club%20Advisor%20Manual.pdf

Q. Can I buy food on my P-Card?

A. Only through Conference and Events. No other food items may be purchased on a P-Card. Please see the Conference and Events Manual for additional information.

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Purchasing Processes:

Q. How do I create a requisition?

A: Please refer to the tutorial found at:

http://www.azwestern.edu/business_and_administrative/purchasing/index.html

You will find it in the right hand column of the page. It is called "How To: Enter Requisitions in Datatel". You will also find tutorials located here for checking account balances.

Q. What do I do if the Vendor I need to put on a requisition is not in Colleague?

A. Contact Purchasing with a request to add the Vendor. A W9 form will need to be obtained from the Vendor. You can still type in the name on the requisition even if the Vendor is not in the system yet.

Q. Where is the Purchasing Department located?

A. Purchasing is located in the District Services Building (DS) which is the same building where you will find Facilities and Campus Police.

Q. What are Bid Thresholds?

A. Bid Thresholds are the maximum limit of purchase that determines how a purchase must be made. Any purchase that exceeds \$5,000 must have three quotes. Anything over \$25,000 must be done by sealed bids. Anything over \$50,000 must get Board approval prior to award. These are landed costs, to include tax, delivery and any other charges associated with the purchase. It is best to involve Purchasing in your needs as early as possible to avoid any unnecessary delays. Please refer to the Purchasing Manual for a more complete description of the limits and requirements.

Q. Who can sign a contract on behalf of the College?

A. There are a limited number of people who can enter into a binding contract that contractually obligates the College monetarily. These are the President, Vice President for Finance and Administrative Services, Director of Finance, Director of Purchasing, and the President's Cabinet Members. Unless you are one of these people, you should never sign an agreement or contract as a representative of the College without first consulting the Director of Purchasing. You could be held personally liable for the full cost of the contract.

Q. How do I know which Vendor to buy from?

A. In some cases, there may already be a contract available to utilize for your purchase. Please contact Purchasing any time you need clarification or assistance with a purchase.

Q. What do I do if I have items in my area that we don't have any use for?

A. First of all, never assume it has no value. Anything purchased with College funds must be either used by the College or sold at auction, unless it is donated to a non-profit agency. You may not make the decision to throw away items. All donations need to be handled by the Purchasing Office. Never give any College property away to anyone who has not gone through the proper channels to request the item(s). It could be considered theft otherwise. If you have items in your area that you have no use for, please let Facilities Maintenance know. They can look at it to determine if it still has useful life. If it is an asset, a formal transfer of the item will need to take place in the system. This can be done on a Property Surplus & Disposal Form. There is a place to show a transfer from one location to another. This is crucial so that we can change the Steward of the item. If the item has no more useful life for any other department, it will be sold at one of the College's Public Surplus Auctions. We ask that all items going into surplus be accompanied by a Property Surplus & Disposal Form, even if they do not have an Asset Tag on them. It makes tracking the items much easier, and aids in avoiding the accidental disposal of items that might require tracking for some other reason.