





**1.4 Purchases of Over \$2,000 to \$10,000.** Purchase orders for the acquisition of goods and services over \$2,000 are issued only by Purchasing following submittal of a properly approved and funded requisition. Purchases in this range must be documented with a quotation or reference to a price list from the recommended supplier.

**1.5 Purchases of Over \$10,000 to \$25,000.** Purchases of goods and services in this range require quotations from

**1.10 Minority and Small Business Enterprises.** It is the policy of the college to afford small and minority-owned business the opportunity to compete on college bids. Minority-owned and small business enterprises will be identified on the bidder's mailing list and will be so notified and given an opportunity to bid on college purchases and contracts handled by the Purchasing Department. Such notification will be by direct mailing of a formal bid document and/or by advertisement in a newspaper of general circulation in the area of the campus or location to be supplied.

## **2.0 GBC Requisition Procedures**

**2.1 Requisitioning.** Requisitions for purchases  $\geq$  \$2,000 are initiated by completing a requisition (REQ) in Workday. The REQ, a request, is submitted electronically to BCN purchasing for their review and development of the actual purchase order, or contract. BCN buyers will contact the vendor and place the order.

College personnel authorized to originate requisitions for materials and services must assume responsibility as follows:

**3.4 Receipt of Incorrect, Defective, or Damaged Material.** In the event material is received that is incorrect or defective, the purchasing department must be notified immediately and will handle the adjustment or return. Materials should not be returned to vendors until purchasing has given the authorization to do so. Vendors may require pre-authorization for returns. The college will not receive credit or replacement for unauthorized returns.

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**Consultant.** An individual or organization who gives expert advice or assistance.

**Accountant, auditor, actuary, appraiser, computer or software designer, medical or legal specialist.** An individual or organization who gives expert advice or assistance in an area of endeavor for which he or she has special or unique expertise and/or qualifications.

**Architect.** An individual or organization engaged in planning and designing buildings and structures by applying knowledge of design, construction procedures, zoning regulations, building codes, and building materials.

**Engineer.** An individual or organization that applies physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. Assignments undertaken may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction and installation phase, inspection and evaluation of engineering projects, and related services.

**Independent Contractor:** When a service provider operates his/her business as an individual, not as a company with its

**4.2 Preference.** Other than in the case of identical or tie bids, there shall be no preferences given for any reason in the award of purchases or contracts.

**5.4 Equipment Management, College-Wide.** Equipment management responsibility constitutes utilization, care, preservation, and custodial responsibilities from the initial acquisition to the disposal of the equipment.

Department chairs, directors, or administrative officers, or designee are equipment custodial officials and will certify all applicable transactions and subsequent inventory listings. Responsible personnel for each department or administrative unit will be assigned equipment inventory responsibilities for the reporting of all transactions within their designated areas.

**5.5 Equipment Identification Method.** To provide the link between the asset (inventorial equipment) and the necessary equipment accounting records, every inventorial item will be identified with an equipment control tag/label which is assigned by BCN Property Division concurrently with the PO.

An equipment control number will be assigned to each item inventoried. This number will be entered on the equipment label. It is the responsibility of each department to attach all control tags/labels, verify and record serial numbers of inventorial equipment on the equipment notification label form. This form is then returned to the Vice President for Business Affairs.

When federal ownership of the item exists, a label will be affixed to the item to identify the equipment as being under federal control.

**5.6 Government Furnished Equipment.** Some federally owned and funded items as well as privately donated items are retained on the fixed asset reports regardless of cost or value until various specific contract provisions are met. Departments receiving government furnished equipment in support of a grant or contract must comply with the specific rules and guidelines set forth in the grant/contract.

**5.7 Reporting Federal Grant/Contract Equipment.** All equipment, to which vested title remains with the government but is in the possession of the college, will be reported and labeled as the equipment of the granting agency. This applies to all items having a value of \$5,000 or more, unless in conflict with the terms of the granting agency. This includes equipment procured by a college purchase order or equipment furnished from government sources for support of the grant/contract. Acquisition of equipment will be in accordance with the terms of the grant/contract.

Utilization and maintenance of equipment will be in accordance with the terms of the grants o.ib5(5)-5(.)-2(4)-5( )-2(E)4(qu)4(ip)-8(m)

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