

Procurement Handbook for Student Organizations at Phoenix College

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Introduction

The purpose of this guide is to assist the advisors and officers of Phoenix College student organizations in the processes of requesting, accessing, spending, and depositing the monies in the accounts of the student organizations. The guide also provides information regarding bringing vendors to campus for events as it relates to paying for these vendors and requiring insurance. It explains the policies regarding fundraising by a student organization. Finally, it provides samples of the frequently used forms that are required in the different procurement, reservation, travel, and fundraising processes.

All Phoenix College student organizations are subject to all Maricopa Community College District purchasing guidelines. Advisors and members of the student organizations must follow all procedures contained in this manual.

This guide is not intended as a substitute for the club officer and club advisor training offered by the Phoenix College Fiscal and Student Life & Leadership Offices.

Definition of Terms Used

Account code: A numeric code that is unique for each organization. All student clubs at PC have an account that begins with a 910 prefix. In Fund 910 accounts, all remaining money "rolls-over" at the end of the fiscal year and becomes the beginning balance of funds available for the new fiscal year. Student clubs can add money to their Fund 910 accounts throughout the year.

Advance: A request for cash between \$200.00 and \$1000.00.

Certificate of Insurance: An insurance document required from all off-campus vendors listing Maricopa Community Colleges as an additional insured party.

CFS: Abbreviation for College Financial System, the on-line system used to request purchase orders and view account balances and recent transactions.

MCCCD contractor: Also referred to as a state contractor or a registered vendor. Companies or individuals that have been approved to do business with MCCCD.

Object code: A five-digit code that indicates what type of item or service being purchased. The object code comes after the account code on forms.

Petty cash voucher: A request for cash up to \$200.00.

Purchase order: Approval to purchase goods or services.

Requisition: A request to spend money on goods or services pending purchase order. This is not an approval to spend money, only a request. Only advisors create requisitions.

Seed money: Start up funds for a semester.

Spending Money

Seed Money

Each student organization has a Fund 910 account code, which means they have an account that allows remaining funds to "roll-over" and accumulate from fiscal year to fiscal year. Seed money is available each semester to all active clubs with returning advisors and club officers who submit a Clubs Statement of Activity form. Clubs with new advisors are required to complete procurement training before their seed money is available. Student officers must complete procurement training at least once per academic year. In addition, clubs may fundraise to add to their account.

There are three ways that a student organization can spend money out of their accounts for purchases, events, travel, etc.: a petty cash voucher, an advance, or a purchase order to a vendor.

A Note About Receipts

The fiscal office cannot accept altered receipts or a receipt with personal items on it. Personal items will not be reimbursed. Also, a money order is not considered a receipt. A receipt has to show a paid balance of \$0.00 or otherwise be marked "paid in full".

Petty Cash

A petty cash voucher is used for purchases of goods \$200.00 and under. Only one petty cash voucher per club is allowed out at a time. Multiple petty cash vouchers may not be used to purchase items over \$200.00 nor as a deposit to hold more expensive items. Items over \$200.00 should be purchased using a purchase order.

A petty cash voucher must be approved and issued **prior** to the purchase.

To request a petty cash voucher:

- 1) Type or print vouchers with the organization name, correct account code, amount of request, and a complete description of the purpose of the expenditure.
- 2) The advisor must sign the petty cash voucher.
- 3) The Director of Student Life must approve the voucher.
- 4) The Fiscal Office must approve the voucher.
- 5) **The advisor must pick up the petty cash from the Cashiers Office and is ultimately responsible for the money and receipts.**

Please see the sample petty cash voucher on page 5.

Original "paid" receipts and any remaining money must be returned to the Cashiers Office within three (3) days. If receipts and monies are not returned in a timely manner, an outstanding petty cash voucher will place a club's account on probation. A second offense will result in a 30-day account freeze.

Sample petty cash voucher

Advances

An advance may be requested for the purchase of goods between \$200.01-\$1000.00. An advance may be used for travel purposes or purchasing supplies for a special event when the cost exceeds the petty cash limit (\$200.00). However, it is not often that a student organization will exceed the petty cash limit.

An advance must be approved and issued **prior** to the purchase. All advances are in the form of a check made payable to the advisor.

To request an advance:

- 1) The advisor must prepare a requisition.
- 2) The Director of Student Leadership must approve the requisition and forward it to the Dean of Student Affairs.
- 3) The Dean of Student Affairs must approve the requisition and forward it to the Fiscal Office.
- 4) The Fiscal Office then creates a purchase order.
- 5) Once the District Office has approved the purchase order, the Cashiers Office will notify the advisor to pick up the advance check. **The advisor, not a student club member/officer, must pick up the advance check and is ultimately responsible for the money and receipts.**

Original "paid" receipts and any remaining money must be returned to the Cashiers Office within five (5) days. If receipts and monies are not returned in a timely manner, an outstanding advance will place a club's account on probation. A second offense will result in a 30-day account freeze.

PLEASE NOTE: Original receipts are needed for ALL expenses, including meals. Personal items may not be included on the receipts and will not be reimbursed.

Unauthorized Purchases

Any item purchased or service performed without the proper prior approval from the Fiscal Office is deemed an illegal/unauthorized purchase. All purchases or professional services need to go through the appropriate approval process, that is, a petty cash voucher, an advance, or a purchase order. Do not make a promise or a deal with a vendor without the proper approvals in place. Approval may include obtaining a signed Professional Services Contract from a vendor (see page 9).

Requisitions

A requisition is created in CFS, which becomes the purchase order to obtain supplies, equipment or services. A purchase order is required for purchases that cannot be paid for using petty cash. An example would be items that cost more than \$200.00 or items that need to be ordered.

General Information When Making Purchases

- Always use the correct object code in the account number. If the correct object code is not available in your account or does not have funds available, you need to contact the Fiscal Office to have the object code added and funds transferred. A document containing an incorrect object code will be rejected.
- Do not accept substitute products; you must receive the exact product you ordered. Any exchanges or substitutes will cause problems in the payment process.
- If you receive an incorrect item or an item you wish to return, do not send the item back on your own. You must contact the Receiving Department to return the item so that it has the proper tracking information. In addition, the Fiscal Office needs to be notified about items being returned in order to monitor for a credit/refund.

Working with Vendors

Registered Vendors

As a student organization, there will be times when the club wants to work with a vendor, such as to print t-shirts. All vendors must be a registered MCCCCD contractor. There are thousands of registered vendors. To find out if a vendor is registered, contact the Fiscal Office.

If the vendor the club wishes to work with is not listed, the vendor must complete a Vendor Registration Form. These forms can be obtained at the Fiscal Office or the Student Life and Leadership Office. A vendor must be registered before ordering goods or requesting services of any type. Please allow at least 24 hours for the vendor to be added to the approved list.

Individuals without a Federal Tax ID number and others, including Professional Organization Dues, Honorariums, Awards, and Game Officials, should complete a W-9 Form in lieu of the Vendor Registration Form. The form needs to be completed and returned to the Fiscal Office to be entered in the system.

Competitive Bid Levels

All purchases of goods or services that cost over \$2,500.00 must go through the competitive bid process. The greater the dollar amount of the purchases, contracts or service, the greater the competition needed:

- \$2,500.00 to under \$10,000.00: two verbal quotes required
- \$10,000.00 to under \$50,000.00: three written quotes required
- \$50,000.00 and over need to go through the District bid process.

It is rare that a student organization will need to purchase goods or services that cost over \$2,500.00. However, clubs are still strongly encouraged to shop around for the best prices for their purchases.

Things to consider:

- Is the vendor an approved MCCCCD contractor?
- Are taxes, shipping, and handling included in the price?
- Any other costs associated with this purchase, such as set-up fees, design fees, etc.?
- Do I have the proper approvals in place?
- What method will I use to make this purchase (petty cash, advance or purchase order)?

Signing Authority

Only three people have signing authority for Phoenix College and MCCCDC and they all reside at the District Office. Please do not sign any contract, no matter what the dollar amount. All contracts and service agreements need to be sent to the Fiscal Office for review, and if deemed necessary, sent on to District for review.

Some of the language in the most simple, small dollar amount contracts may have fine print that puts the department and District in a liability situation. The MCCCDC Legal Services Department has the expertise and authority to review and wordsmith the contracts to protect the departments as well as the District as a whole.

At times, clubs may need a contract signed, such as to reserve a off-campus meeting space, but which does not involve an exchange of money. Nevertheless, the contract must be submitted to the Fiscal Office for Legal Services to review. This is to protect the students, the organization, Phoenix College, and MCCCDC.

While we will try to keep the process simple and timely, we do ask that you plan ahead and allow at least 10 days for the approval process to take place.

Note:

When submitting a contract, a requisition must also be submitted at that time. The contract should reference the requisition number and the requisition should reference the contract number.

Payment will not be made from the contract. All contracts must have invoices submitted for payment.

Professional Services

Services such as speakers, d.j.'s, karaoke providers, and consultants are considered professional services. Anytime you are paying for services in excess of \$100.00, a Contract for Professional Services or a Special Services Contract is required. A Contract for Professional Services is required for vendors; a Special Services Contract is required for MCCCDC employees. Please allow at least two weeks for contracts to be processed, as they may need to go to the District Legal Department for signatures.

When contracting professional services:

- 1) Find out if the individual/company is a registered vendor.
- 2) Find out if quotes are required (needed if more than \$2500.00).
- 3) Obtain their Certificate of Insurance for the Events Scheduling Office.
- 4) Complete the Contract for Professional Services or a Special Services Contract. No other writing shall appear on margins or within the contract except signatures and the contractor information at the bottom of the contract. The contract must have the contractor's social security number or federal identification number. **DO NOT sign as the authorized signatory**; the District Legal department will sign the contract.

- 5) Submit a requisition along with the contract. The requisition needs to contain the contract number.
- 6) Submit the contract with the requisition number on it for cross-referencing to the Fiscal Office.
- 7) Obtain an invoice from the vendor for payment. The advisor must verify that services were rendered, sign the invoice, and submit it to the Fiscal Office.

Note:

Do not sign contracts on behalf of MCCCDC, Phoenix College, or the student club.

Event Planning Information

Most campus activities and events require planning ahead. It is recommended that you plan at least a semester in advance for your calendar and a month in advance for all your paperwork. By mapping out all the semester's plans six months ahead, your group can get all necessary paperwork done for the spring in the fall and vice versa and avoid last minute pitfalls.

There are several pieces of paperwork that must be complete and/or are required for events and activities on campus: a **Facilities Request Form**, an **Official Function Form**, and **Certificate of Insurance**.

Facilities Request Form

A Facilities Request Form is required for any meeting or function that requires use of Phoenix College rooms or grounds, equipment, or media services. This form must be completed a minimum of 2 weeks prior to the event in order to guarantee services and/or facilities requested. Even if one requests an event two weeks in advance, it does not "guarantee" facilities requested. Facilities are reserved based on availability.

Since the approval signature process may take several days, it is recommended that the advisor/club allow at least 3 weeks prior to the event to complete the facilities request process. It is also important to reserve facilities as far in advance as possible, as certain spaces and services on campus are in high demand and book early.

To submit the Facilities Request Form:

- 1) Student organizations need to submit a **paper copy** of the Facilities Request Form. The form is available in the SLL office.
- 2) Complete the form, indicating the room request, equipment/media services needed, etc. You will need an approved budget code for any service that may require fees, such as restocking, personnel and equipment. The form will need the club advisor approval signature.
- 3) After the club advisor has approved the form, submit it to the SLL office. The Director of Student Leadership must sign the form and forward it to the Events Scheduling Office.
- 4) The Events Scheduling Office will contact the advisor when the facilities have been reserved.

Please see the sample Facilities Request Form on page 13.

Note:

It is okay to cancel an event once it has been reserved. It is important to notify the SLL office (602-285-7231) and the Event Scheduling Office (602-285-7437) if an event is cancelled so that facilities and equipment are not prepared and the club is not charged any fees.

Note:

Verbal or written requests will hold a facility for 60 days or 2 weeks prior to the event. If equipment requests, certificate of insurance, set up information and completed facilities request form have not been received 14 days in advance of the event, the facility reservation will be released and the event will be considered canceled. Remember that reservations are based on availability; simply requesting facilities within the desired time frame does not guarantee their availability.

Facilities Request Form

Official Functions

An official event is defined as an event at which food or drink will be consumed, such as a reception or luncheon. Official functions also include field trips. The College President's Office must approve the official functions and sign an Official Functions Form.

An Official Function Form must be attached to all requests for expenditures related to an official function event or activity. Goods and services that may be purchased for official functions include:

- meals/refreshments
- decorations
- meeting rooms/facilities
- special events

For example, if a student organization is using club funds to purchase food for a meeting, such as pizza for a member recruitment meeting, an official function form must be completed.

An Official Function Form is not needed when purchasing food for resale.

Alcoholic beverages may not be purchased or consumed at any time.

To submit an Official Function Form:

- Pick up an Official Function Form from the President's Office, the Student Life and Leadership Office or online at <http://www.dist.maricopa.edu/legal/blc/#off>.
- Complete the form and submit it to the President's Office for approval.
- Attach the approved form to the petty cash request or forward it to the Fiscal Office if using a requisition.

Please see the sample Official Function Form on page 15.

Sample Official Function

Certificate of Insurance Information

MCCCD Risk Management has identified certain exposures that are not being addressed to prevent losses for the campus and District.

As a result, a Certificate of Commercial Liability Insurance is required from any outside agency/group holding or participating in an event at PC. The certificate is for \$1M with Maricopa Community Colleges listed as an additional insured. The PC Events Scheduling Office must receive the Certificate of Insurance no later than 5 working days prior to the activity.

A Certificate of Insurance for vendors is required. Prior to contracting services, call either the campus Fiscal Office at (602) 285-7516 or the Risk Manager at (480) 731-8879 to determine whether or not a certificate is needed. This will expedite the process, as you will need to inform the potential vendor that such proof of insurance is required and this may affect the cost of the quote/bid.

Photocopying/printing

If a student organization has funds in its account, an advisor may request for a copy code that can be used for on-campus copying by sending an email to the Director of Student Leadership.

Copy codes can be used to make copies on copy machines in the Student Life and Leadership office and elsewhere on campus. Standard, black and white copies are charged at a rate of \$0.02/copy. Prices may vary for other services such as color copies, colored paper, transparencies, etc. Be mindful of this when photocopying agendas, fliers, etc for the organization. Copy charges can add up quickly if an organization is not conservative with their copying.

For large jobs or ones requiring hole punching, color copies, etc., visit IKON, the on-campus copy provider. IKON is the on-campus copy provider. IKON is located in the K building on campus. The Student Life and Leadership Office has copy order forms available if you wish to complete one before going to IKON.

Contact Numbers

Office of Student Life and Leadership	(602) 285-7231 or (602) 285-7233
Dean of Student Affairs	(602) 285-7689
Vice President of Student Affairs	(602) 285-7228
Fiscal Office	(602) 285-7516
Events Planning Office	(602) 285-7437
Vehicles and Transportation	(602) 285-7536
College President's Office	(602) 285-7433