

## **202-01 COLLEGE PURCHASING—PROCEDURE**

### **1. PURPOSE**

Purchasing procedures are designed to assist faculty and staff through the procurement process from the point at which the user identifies a need for goods or services to final payment for those goods and services. It is recognized that every situation is unique and cannot be covered in these procedures, therefore, if special circumstances exist, contact Purchasing.

The Purchasing Department is responsible for procuring all supplies, equipment, material and services necessary for the operation of Coconino Community College District, referred throughout this procedure as “the District.”

Procurement procedures substantially follow the Arizona State Procurement Code.

The goal of the Purchasing Department is to support the educational programs of the District by obtaining maximum value from the expenditure of District funds through the acquisition of products and services. The Purchasing Department will promote maximum credibility, efficiency, and equity in services provided and in the relations with requisitioning units and vendors.

### **2. PROCEDURE**

#### **Definitions**

*Hazardous Material:* Any waste (solid, liquid, or gas) which because of its quantity, concentration, or chemical, physical, or infectious characteristics pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of.

*Specification:* A concise statement of a set of requirements to be satisfied by a product, material or process that indicates whenever appropriate the procedures to determine whether the requirements are satisfied.

#### **1. Purchasing Process**

- a. The purpose of the purchasing process is to identify the goods and services required for District operation, as well as to select and procure them as economically as possible within acceptable standards of quality.
- b. It is neither the role nor responsibility of the Purchasing Department to determine the purpose or intent of requisitions for procurement of goods and services. That function is delegated to the Directors, Administrators, Managers, Deans, Vice Presidents, President or other authorized budget managers. The Purchasing Department is responsible for expediting the procurement process through qualified sources that provide the best pricing consistent with quality, delivery, and service.

2. Quality Standards

- a. The responsibility to determine specifications for utility and quality rests with the department responsible for the performance or use of the materials.
- b. The quality of a product is determined by balancing two major factors: the technical consideration suitability and the economic considerations of price and availability.
- c. The responsibility to question, and to require justifications for that assessment, rests with the Purchasing Department.

3. Vendor Selection

Requisitioning departments are encouraged to submit names, addresses, phone numbers, and points of contacts of known vendors or suppliers as possible sources of products and services. However, authority for the final selection of vendors is the responsibility of the Purchasing Department.

4. Vendor ID Lists

- a. The Purchasing Department will maintain a vendor list for materials and services purchased. However, this list shall not be printed, copied, duplicated or forwarded in any way, shape or manner. Nor shall the information contained within be distributed to anyone outside the auspices of the District.
- b. Prospective vendors may request to be added to these lists by submitting a letter addressed to Coconino Community College, Attn: Purchasing Dept. Such requests should include name, address, phone number, list of products or services, and any additional information pertinent for evaluation of a prospective vendor.
- c. A vendor may be removed from the bid list(s). Such removal can be based only upon incompetence and/or inability of the vendor to serve the District as a responsible and responsive supplier.
- d. Where no bid lists are available for particular products or services, the use of established directories of manufacturers or suppliers is encouraged, where applicable.

5. Product, Equipment and Extended Warranties

- a. Product or Equipment Warranties
  1. It is the responsibility of the requisitioning departments to ensure that warranty information cards that are included with products or equipment, received by those departments, are filled out completely and sent back to the manufacturer or processing center in a timely manner.
  2. The Purchasing Department will provide assistance to the requisitioning department with any warranty claims. The requisitioning department shall provide the Purchasing Department as much information as needed to help facilitate the warranty process, including:
    - a. Requisition or purchase order number
    - b. Date of product or equipment received
    - c. Any applicable warranty information
    - d. Identifying problems with product or equipment

b. Extended Warranties

For an additional charge, many manufacturers include the option of extended warranties on their products or equipment. It will be the determination of the requisitioning department whether to accept this option. This may be done at the original time of purchase, included as an additional line item, or done later as a separate purchase.

6. Sales Taxes

a. In-State and City Sales Taxes

The District is responsible for the payment of all applicable sales or use taxes, as required within the State of Arizona. Therefore, taxes must be added to the purchase order.

b. Sales Use Tax (Out-of-State Purchases)

The District is responsible for payment to the State Department of Revenue for any qualifying purchases from vendors or suppliers outside of Arizona. This expenditure is identified and processed at the time of payment and facilitated by the Accounts Payable. This tax does not apply if the vendor or supplier includes a sales tax at the time of invoice. In any case, the requisitioning department should be aware of this tax and budget accordingly.

7. Hazardous Materials

a. In accordance with provisions mandated by the City Fire Marshall, it is imperative that any hazardous material procured, used, stored, or disposed of by the District be clearly identified, and that a Safety Data Sheet (SDS) for each item be readily available in the event of an emergency.

b. When a user department requisitions any hazardous material, the requisition text should clearly identify to the Purchasing Department that the material is hazardous in nature and that an SDS should be requested by the vendor.

1. All chemicals delivered to the District **MUST** be accompanied by a material safety data sheet. Chemical delivered without an SDS are subject to refusal.

2. All shipments will be checked to make sure that there is an SDS on file in Facilities for any hazardous material received. A copy of the SDS will be delivered with every hazardous material item.

c. It is incumbent upon anyone making purchases of hazardous materials with a procurement card or petty cash to obtain an SDS on those items. A copy of the SDS must be forwarded to the Executive Director for Facilities to be kept on file and one copy to accompany the material.

8. Insurance

Prior to the commencement of any work or services for the District, the vendor to the Purchasing Department must submit evidence of appropriate insurance coverage.

9. Sales Representative, Demonstrations and Sample Materials

a. District personnel who have direct contact with sales representatives are reminded to advise the prospective vendor that meeting, presenting, or

- providing product or service information to a CCC employee, in no way obligates the District to procure from that representative's company. Should a purchase decision be made, it is the responsibility of the Purchasing Department to determine, by following applicable procedures, which company will be awarded a purchase order for the product or service.
- b. District employees wishing to see samples or have equipment demonstrated may contact the Purchasing Department for assistance.
  - c. District employees are to refrain from signing any documentation that would otherwise obligate the District to a contract with a vendor. This action is only granted to the Purchasing Department, President and Executive Vice President.
  - d. Vendors are to provide their own insurance coverage for any material left on the District grounds.
10. Gifts, Gratuities and the Anti-Kickback Act of 1986  
It is the policy of the Purchasing Department, as well as other related personnel of the District, to decline personal gifts or gratuities in connection with purchasing function. District staff may not accept personal gifts or gratuities from any current or potential supplier of goods or services to the District.
11. Donations  
The Coconino Community College Foundation accepts all gifts on behalf of the District. Please refer to Foundation policies and procedures for more information.
12. Specifications  
It is the responsibility of the requisitioning department to provide to the Purchasing Department sufficient specification criteria, clearly defining the product and/or service requirements. The specifications must be definitive enough to ensure satisfaction, and yet general enough to ensure competition amongst suppliers.
13. Shipment Delivery and Receiving  
Shipments are ordinarily delivered to the campus receiving area and then forwarded to the requisitioning department. Under certain circumstances, it may be appropriate to deliver items directly to another campus or area, but arrangements must be made in advance with Shipping and Receiving Department personnel so that instructions may be provided. Proper documentation for the delivery must be provided to the Shipping and Receiving Department following the delivery.

All deliveries require proof of payment in the form of a Purchase Order number or procurement card reference. No deliveries for which payment has not previously been authorized will be accepted.

14. Incorrect/Damaged Shipments
  - a. If a requisitioning department is in receipt of a shipment that is incorrect or damaged, the department must immediately notify Shipping and Receiving. Shipping and Receiving shall then coordinate remedy through the Purchasing Department by providing the purchase order number, vendor name, product information, and problem with the shipment.
  - b. The Purchasing Department will contact, or provide assistance to, Shipping and Receiving in securing authorization for product return to the vendor or supplier. DEPARTMENTS ARE NOT TO RETURN SHIPMENTS TO VENDORS OR SUPPLIERS.
  - c. If a shipment is returned to the supplier without going through Shipping and Receiving, it is likely that the vendor will not know the reason for the return and may refuse to accept the shipment, and the District may fail to receive all credits due.
  - d. There may also be a restocking charge assessed to the requisitioning department when items previously ordered in error are returned.
  
15. Duplicate Shipments
  - a. Duplicate shipments are handled in the same basic manner as Incorrect/Damaged shipments.
  - b. Shipping and Receiving must be notified immediately if a duplicate shipment is received to avoid the possibility of making a duplicate payment.
  - c. Shipping and Receiving will notify the Purchasing Department and coordinate return of the duplicate shipment back to the supplier.
  
16. Personal Shipments

Shipping and Receiving does not accept/process personal shipments. All personal packages will be refused and returned to the sender.
  
17. Procurement Records

All procurement records will be retained and disposed of in accordance with records retention guidelines and schedules approved by the Department of Library, Archives and Public Records and the State Procurement Department.

### **3. BACKGROUND**

1. References: A.R.S. § 41-2550
2. Revision history: 01/06/1992, 08/02/1995, 05/1999, 09/2007, 04/2008, 04/13/2010 (reformatted), 10/25/2019
3. Legal review: none (the contents of this procedure are substantially from state laws and procurement codes)
4. Sponsor: Purchasing and Auxiliary Services

Adopted by Executive Leadership Council: 10/25/2019

**COCONINO COMMUNITY COLLEGE**