

## TRAVEL AND MILEAGE

It is the District's policy to reimburse employees for out-of-pocket and direct expenses incurred while traveling on official District business in accordance with Board Policy AP6336.

- **A Travel Request Form 14001** must be approved in advance of any travel. The District Administrative Center's Accounts Payable Department must receive approved forms at least 15 working days prior to the date of travel or payment deadline. To ensure funds are available at the completion of travel, funds will be encumbered based on the estimated total cost of the travel.
- **Advances to Employees and Vendor Prepayments** are available for travel related expenses, including registration fees, lodging and commercial transportation.
- **Reimbursements** will be based on actual expenses. All expenses must be included on the Travel Request Form under the appropriate date. Meals must be itemized on the form with amount spent for each meal and evidenced by an original itemized receipt including date of transaction and vendor's name. The current meal allowance is \$55.00 total per day, inclusive of all taxes and gratuity (gratuity, not to exceed 15%). All finalized Travel Request Forms must be received by the College Fiscal Services Department or District Administrative Center's Accounts Payable Department (for District Office employees) within 10 days following completion of travel, even if the employee is not due additional reimbursement.
- **Mileage** incurred in conjunction with travel expenses must be claimed on the Travel Request Form. Reimbursement for mileage with no other associated expenses should be claimed on a Mileage Reimbursement Claim Form 14002.
- **Cancellations and Refunds** are the responsibility of the employee. Return the cancelled Travel Request Form to the College Fiscal Services Department or District Administrative Center's Accounts Payable Department (for District Office employees).

## Purchasing Department Staff

### DIRECTOR OF GENERAL SERVICES

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### PURCHASING FAX NUMBER

805.652.7700

### PURCHASING WEBSITE

<http://www.vcccd.edu/departments/purchasing>

VENTURA COUNTY COMMUNITY  
COLLEGE DISTRICT  
PURCHASING DEPARTMENT

## How to Buy Items and Contract for Services

### A GUIDE FOR FACULTY AND STAFF

MOORPARK, OXNARD  
VENTURA COLLEGES  
&  
THE DISTRICT ADMINISTRATIVE  
CENTER

For Additional Information  
Visit our Website @ [www.vcccd.edu](http://www.vcccd.edu)





## HOW TO BUY AN ITEM AND/OR CONTRACT FOR SERVICES

### BOARD POLICY REQUIRES AN APPROVED PURCHASE ORDER FOR ALL ITEMS OR SERVICES RECEIVED

- **Obtain and complete a Requisition Form 14022.** Provide a full description of each item that you are purchasing along with the complete vendor address.
- **Enter the requisition into Banner,** either through your Department or your Fiscal Services Department. If you are in urgent need of the requisitioned materials, an Emergency Purchase Order can be requested through your Fiscal Services Department.
- **After Completion of the Electronic Approval Process at the Campus,** the requisition is electronically transferred to the Purchasing Department. Purchasing cannot act upon a requisition until it has received full Campus approval. The status of your requisition can be monitored by use of FOIDoch in the Banner system.
- **Purchasing will Review the Requisition for Required Attachments,** complete commodity descriptions, vendor information, bidding limits and correct account information. A Purchase Order number is assigned after receipt of all required attachments. Purchase Orders requiring a Personal Services Contract cannot be assigned until the Contract has received all necessary approvals at both the Campus and District Administrative Center.
- **Insurance Certification and License Verification** is required by vendors providing services to the District. Proof of insurance consists of a certificate of insurance on an ACORD™ Form and a policy endorsement issued by the vendor's insurance company. Work cannot begin until the Vendor's insurance and license has been submitted and approved by the District. Insurance requirements and sample forms can be downloaded from the website Purchasing page.

- **Assigned Purchase Orders** must complete the full electronic approval process in Banner before they are issued to the vendor. Purchase Orders require the following electronic approvals:  
\$5,000 or less – Purchasing Specialist  
\$49,999 or more– Purchasing Specialist and Director of General Services  
Purchase Orders of \$50,000 or more must receive Board Approval prior to being issued to the vendor.
- **After Completion of Approvals,** the Purchase Order is printed and mailed to the Vendor. Purchasing should be notified through the use of the Banner requisition document text screen, if the Purchase Order needs to be faxed, emailed or requires any type of special handling.
- **Change Orders.** The Purchase Order is a contract with the Vendor. Any changes to that contract must be in writing and authorized by the Purchasing Department. Campus personnel may not make changes to the Purchase Order.
- **Follow-up on Purchase Orders** is shared by the requisitioner and the Purchasing Department. Due to the volume of Purchase Orders processed, the Purchasing Department is unable to monitor each individual order. It is up to the individual requisitioner or department to monitor the status of their order and notify Purchasing if the materials ordered are not received. After notification the Purchasing Department will follow up with the vendor.
- **Receiving.** All materials and paperwork received must be processed through the Campus warehouses. After the electronic receipt has been processed, materials are distributed to the requisitioner.
- **Returns.** Any discrepancy found in a shipment should be reported immediately to the warehouse. The warehouse or Purchasing Department will contact the vendor to resolve the discrepancy. All returns should be processed through the warehouse.

### FORMAL BID REQUIREMENTS

Formal Bids are those that are obtained by written solicitation. The bids are received in writing by a set date and time. The bids are publicly opened by the Purchasing Department. The written bids and bid summary are maintained by the Purchasing

Department. Professional services such as legal or architectural are exempt from the bidding process.

### Bid Limits are as follows:

- Equipment/Materials/Services (Except Public Works Projects): \$92,600 District-wide for similar materials requires a Formal Bid and is handled by the Purchasing Department. Splitting an order or project to avoid the bidding process is illegal.
- Public Work Projects: \$15,000 District-wide requires a Formal Bid and is handled by the Purchasing Department. Public work projects include construction, alteration, renovation, improvements and repairs to any District facility or grounds.

### PURCHASING VIOLATIONS

All material acquisitions and contracts for services require an approved purchase order before the material is ordered or services are rendered. No one outside of the Purchasing Department can commit the District to a purchase. Exceptions are made only in emergency situations, such as threat to life or damage to buildings or property. Emergency exceptions will require a purchase order to be requested, approved and issued, after the fact, so that payment can be made to the vendor.

### EMERGENCY PURCHASE ORDERS

Emergency Purchase Orders (EPO) may be requested when you have a critical need for items or services. EPOs must be requested through your Fiscal Services Office. EPOs should not be used for "rush" orders.

### INDEPENDENT CONTRACTORS

Independent Contractors are individuals who are contracted by the District to perform specific services for a limited period of time. A Request for Personal Services Contract (Form 14037) and Pre-Hire Worksheet (Form 14008) must be completed by the District employee administering the contract, approved by the College President, Vice President of College Services and the District Administrative Center before a Purchase Order can be issued. The Personal Service Contract is not required for vendors who are incorporated, have a Federal Tax ID number, do business under an established business name, art models, athletic officials, presenter/speakers, honorariums or childcare givers. For additional information, see Form 14017, Payment of Personal Services Matrix.

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