

Purchasing Tips

September 26, 2012



Who's Who in Purchasing

Name	Position	Ext	Email
Cynthia Moore	Director of Purchasing	4305	moore_cynthia@smc.edu
Cindy Ordaz	Admin. Asst.	8170	Ordaz_cindy@smc.edu
Nyla Cotton	Buyer	4495	Cotton_nyla@smc.edu
Sandy Franke	Buyer	4509	Franke_Sandra@smc.edu

TRANSACTION LEVELS

Purchases

Type of Purchase	Total Amount of Purchase	Quote or Solicitation Requirements	Purchase Order or Contract Type	Authority
Minor Purchases: Equipment, leases, rentals, materials and supplies (Non Consulting Services)	\$1 – \$999.00	One (1) documented verbal, written or catalog quote	Purchase Order	Requestor can obtain Quotation
Minor Purchases	\$1,000– \$4999	Two Solicitation of (2) or more quotations	Purchase Order	Requestor & Purchasing
Minor Purchases	\$5,000– 80,999	Informal Quotes Solicitation of (3) or more quotations or proposals	Purchase Order	Purchasing
Formal Competitive Purchases, Materials, Supplies, Non Consulting Services	\$81,000	Competitive Bid or RFP conducted on Planet Bids	After BOT approval, purchase order and/or contract Issued	Purchasing
Public Contract Code: 20651				

Transaction Levels

Professional Services

Type of Purchase	Total Amount of Purchase	Quote or Solicitation Requirements	Purchase Order or Contract Type	Authority
Professional Services/ Independent Contractor (Consulting)	\$1,000–5000	None for specialists (e.g. instructional services, lawyers, doctors, engineers, architects, but it is preferable to request competitive pricing from several suppliers	Professional Services Agreement approved by Director of Purchasing or VP	Ratification by Board of Trustees, Purchasing
Professional Services/Independent Contractor (Consulting)	\$5001–\$50,000	Specialists (e.g. instructional services, lawyers, doctors, engineers, architects) selected by RFQ process.	Contract Issued. Purchase Order issued to encumber funds	Ratification by Board of Trustees, Purchasing
Professional Services	\$50,000+	Formal RFP/IFB	After BOT approval, contract issued. Purchase Order generated to encumber funds	Board Approval
Textbooks, Library Books, Instructional Software, films, testing, materials periodicals for Library Services or for resale by College Bookstore	ALL	None per Education Code 81651, but is preferable to request competitive pricing	Purchase Order	

Purchasing Website

- Click on the links listed to find general information.
- Links and pages are updated regularly.
- Find new information and important changes under the “Announcements” link .

The screenshot shows the Santa Monica College website's Purchasing Department page. The header features the college's logo and navigation links. The main content area includes a sidebar with a list of links, a welcome message, and sections for the department's mission and contact information.

SANTA MONICA COLLEGE
Changing Lives in the Global Community through Excellence in Education

Search SMC

Admissions | Programs of Study | Student Services | Campus Resources | College Governance | Faculty & Staff

SMC | Business Services | Purchasing

- Purchasing Home
- Business Opportunities
- Buyer Assignments By Commodity
- The Purchase Requisition Form
 - Purchase Requisition Form
 - Partnering with Purchasing
- Documents & Forms
- Announcements
- Contact Us
- FAQ's
- Warehouse/Receiving
 - Mail Room

Purchasing Department

Welcome to the Purchasing Department at Santa Monica College!

In Accordance with applicable State laws and District policies and procedures, we perform a variety of complex activities related to procurement processes in providing service to faculty, staff and administration groups at Santa Monica College.

Our Mission

The mission of the Santa Monica College Purchasing Department is to provide efficient and responsive procurement services and to obtain high quality goods and services at reasonable costs, while operating at the highest standards of ethical conduct.

The Purchasing Department is responsible for the procurement of materials, equipment, and services for the College. Our objective is to obtain the best quality products and services for the best price, in a fair, open and competitive manner in compliance with California state statutes and College policies.

This website is intended to be a department's resource and to assist College employees and the public in understanding the procurement processes. Do not hesitate to call when you need assistance. If you wish to make an appointment to visit a Buyer, please go to the [Contact Us](#) page for additional information.

Santa Monica College • 1900 Pico Boulevard Santa Monica, CA 90405 USA • (310) 434-4000
© Santa Monica Community College District • Accessibility Statement • Contact Us

On Line Bidding Portal

Increase opportunities

reduce \$\$\$

Fargo ID Supplies - 080311SF Closed

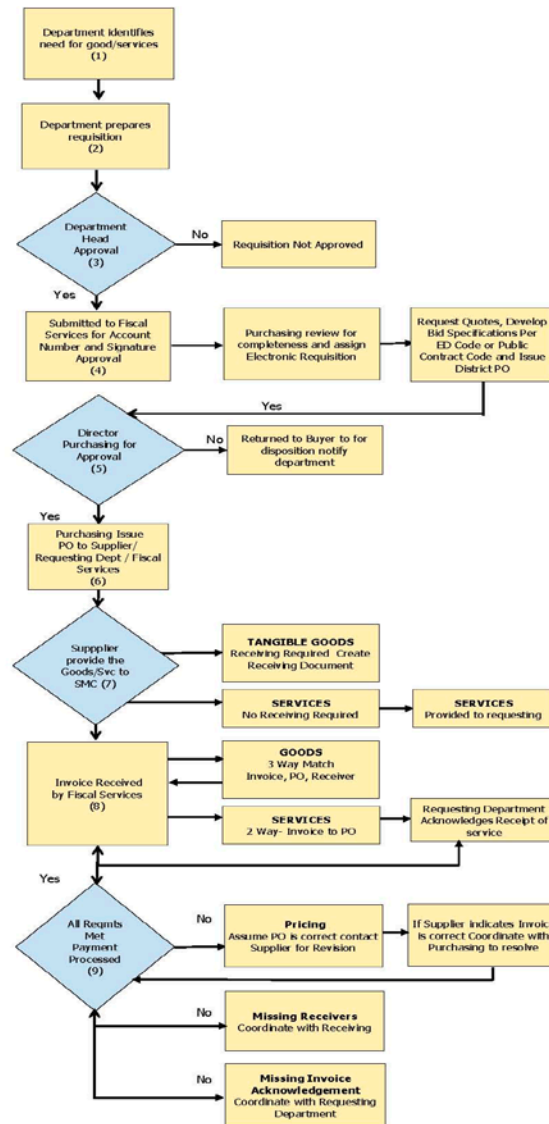
Bid Detail **Prospective Bidders** **Addenda** **Q&A** **Bid Results** **RFP Evaluation** **Awards** **Email History** **Summary**

Bid Information **Bid Bond/ Q&A Pre-Bid Meeting** **Contact Info/ Description** **Documents/ Attachments** **Line Items**

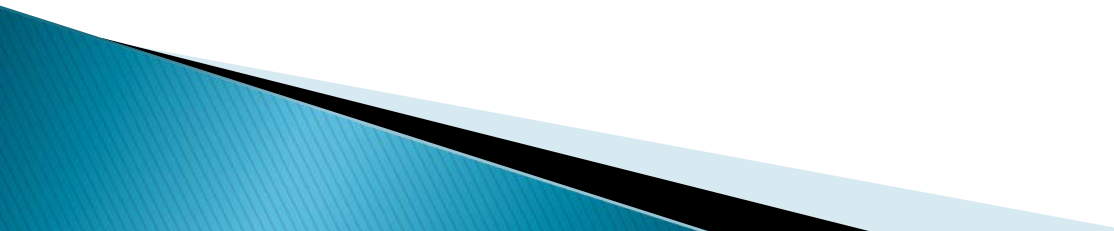
Project Type	RFQ	Project Stage	Closed
Response Format	Electronic & Paper	Type of Award	Lump Sum
Response Types	Line Item	By Invitation Only	<input type="checkbox"/>
Project Title	Fargo ID Supplies	Category	323119, 423990, 424120
Invitation No.	080311SF	Vendor Notification	113 vendors have been notified <input type="checkbox"/>
Department	Purchasing	City	Santa Monica
Address	2714 Pico Boulevard	County	Los Angeles
		State	California
Bid Due Date	08/05/11	Estimated Bid Value	
Time	2:00 PM	Start/Delivery Date	approx 8/12/11
Bid Valid	90 days	Project Duration	
Liquidated Damages	N/A	License Requirements	
Cooperative Bid	<input type="radio"/> Yes <input checked="" type="radio"/> No	Hide from All Vendors	<input type="checkbox"/>
Piggy-backable	<input type="radio"/> Yes <input checked="" type="radio"/> No	Archived	<input type="checkbox"/>
eBid Notes			

Reports **Print** **Re-Issue Bid** **Edit** **Done**

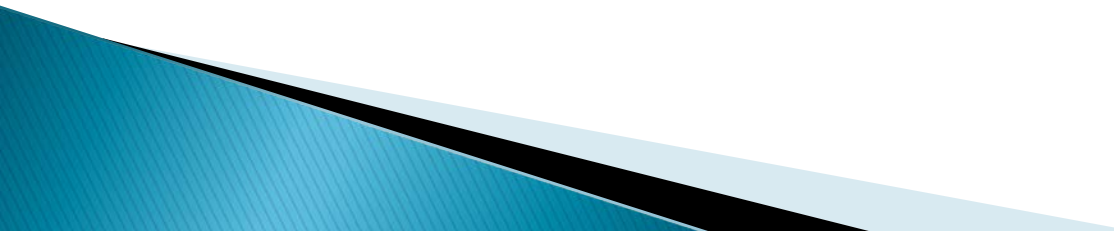
SUPPLY CHAIN PROCESS FLOW CHART



Purchasing Steps– “Requestor”

- 1) Prior to submitting a requisition, check the account to make sure that there are funds available to cover the expense.
 - 2) If funds are insufficient, please submit a Budget Transfer form to Fiscal Services.
 - 3) Complete a Purchase Requisition utilizing the PDF fill-able Requisition Form. (Available on the Purchasing Website at www.smc.edu, click on the “Forms” link.
- 

Approval Steps

- 1) Department Administrator/Head
 - 2) Vice President
 - 3) Requisitions for computer hardware, software, multi-media or any wireless equipment which interfaces with network– MUST be reviewed and approved by IT
 - 4) Requisitions for printing must be approved by Community Relations and Marketing (CRM)
 - 5) Fiscal Services verifies account numbers, funding compliance and fund availability
 - 6) Purchasing Receives Requisition (Buyer Assignment)
- 

Definitions

- ▶ Purchase Requisition
 - Created by the REQUESTING department
 - A form used by a department to request materials, supplies, equipment, and services from suppliers, which is forwarded to the Purchasing Department for processing

Electronic Purchase Requisition Form

- Form available on our website at www.smc.edu, under "Forms" link.
- Completely fill out and print/save for your records.

Page
1

Santa Monica Community College District REQUISITION						Clear Form
Fiscal Year:	2011/2012		Requisition No: _____			
Department Name:	Purchasing					
Location No.:	00004					
Must Enter Due Date (MMDDYY)			Accounting Use Only			
Request Delivery Date:	08/01/11					
Deliver To:	Bldg. Rm. Bus. Admin., Room 310		Purchasing Use Only			
Name/Ext:	Cindy Ordaz					
Requestor:	Cindy Ordaz	8170				
Approver:	Cynthia Moore	4305				
Fiscal Svcs:						
STANDARD COMMENTS/NOTES						
Please deliver to Nyla Cotton in Bus. Admin. Bldg. Room 329						
FUND	RES. PRJY	GOAL	FUNC/LOC	OBJECT	SCH/LOC/ACTIVITY	
010	00000.0	00000	00004	4550	8771000	
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
1	1.00		\$ 1,000.00	\$ 1,000.00	9999-MISCELLANEOUS	08/01/11
Item Description: Open Purchase Order for office supplies for fiscal year 2011/2012						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
2				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
3				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
4				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
5				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
SUGGESTED SUPPLIER:			Extension Price: \$ 1,000.00			
Office Max			*Tax:			
Address: 1234 ABC Drive			*Shipping:			
City, State, Zip: Los Angeles, CA 90210			Total: \$ 1,000.00			
Telephone: 800-555-5555			Fax: 800-555-5556			
Contact: John Smith			Email: smith_john@officemax.com			
*Note: For your internal reference only. In PSFS tax and freight are encumbered only on the Purchase Order.						

Page
2

Santa Monica Community College REQUISITION CONTINUATION FORM						
						Requisition No: _____
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
6				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
7				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
8				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
9				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
10				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
11				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
12				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
13				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
14				\$ 0.00	9999-MISCELLANEOUS	
Item Description:						
NOTES:						
SUBTOTAL: This Page: \$ 0.00						

Purchase Requisition Form (cont'd)

- Please complete all fields.
- Drop-down menu available in some fields.
- Requested Delivery Date must be in the **future**.
- Multiple lines available for multiple account strings

REQUISITION

Fiscal Year:	2011/2012		Requisition No: _____		
Department Name:	PURCHASING				
Location No.:	00004				
Must Enter Due Date (MM/DD/YY)					
Request Delivery Date:	09/01/11				
Deliver To:	Bldg. Rm: Bus. Admin., Room 329				
	Name/Ext: Nyla Cotton				
Requestor:	Cindy Ordaz	8170	<i>Accounting Use Only</i>		
	<small>Print</small> <small>Signature</small>	<small>Ext.</small>			
Approver:	Cynthia Moore	4304			
	<small>Print</small> <small>Signature</small>	<small>Ext.</small>			
Fiscal Svcs:			<i>Purchasing Use Only</i>		
	<small>Print</small> <small>Signature</small>	<small>Ext.</small>			
<u>STANDARD COMMENTS/NOTES</u>					
Authorized users on Open Order: Sandra Davis x4280, Cindy Ordaz x8170					
FUND	RES. PRJY	GOAL	FUNC/LOC	OBJECT	SCH/LOC/ACTIVITY
01.0	00000.0	00000	00004	4550	6771000

Purchase Requisition Form (cont'd)

- Form calculates the Extended Price on each Line
- Please select a Category from the drop-down menu.
- Please include manufacturer/model #'s in your item descriptions

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
1	1.00	LOT	\$ 1,000.00	\$ 1,000.00	15900-OFFICE SUPPLIES ▾	09/01/11
Item Description	Open Order for office supplies					

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
2				\$ 0.00	99999-MISCELLANEOUS ▾	
Item Description						


Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
3				\$ 0.00	99999-MISCELLANEOUS ▾	
Item Description						


Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
4				\$ 0.00	99999-MISCELLANEOUS ▾	
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
5				\$ 0.00	99999-MISCELLANEOUS ▾	
Item Description						

Purchase Requisition Form (cont'd)

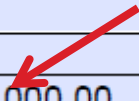
- Suggested Supplier section at the bottom of the first page.
- Extended Price is added at the bottom and calculates your total
- You may add the Tax and Shipping for your reference only. The amount is encumbered on the actual Purchase Order



Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
5				\$ 0.00	99999-MISCELLANEOUS 	
Item Description						

SUGGESTED SUPPLIER:

Office Max		Extension Price:	\$ 1,000.00
Address: 1234 ABC Drive		*Tax:	
City, State, Zip: Los Angeles, CA 90210		*Shipping:	
Telephone: 800-555-5555	Fax: 800-555-5556	Total:	\$ 1,000.00
Contact John Smith	Email: smith_john@officemax.com		



*Note: For your internal reference only. In PSFS tax and freight are encumbered only on the Purchase Order.

Purchase Requisition Form (cont'd)

- Requisition Continuation (page 2) has lines 6-14.
- If more lines are required, please attach a list with all the information required on each line.
- It would be helpful to forward any lists attached to your requisition to the Buyer.

Santa Monica Community College REQUISITION CONTINUATION FORM

Requisition No:

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
6				\$ 0.00	99999-MISCELLANEOUS <input type="text"/>	
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
7				\$ 0.00	99999-MISCELLANEOUS <input type="text"/>	
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
8				\$ 0.00	99999-MISCELLANEOUS <input type="text"/>	
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
9				\$ 0.00	99999-MISCELLANEOUS <input type="text"/>	
Item Description						

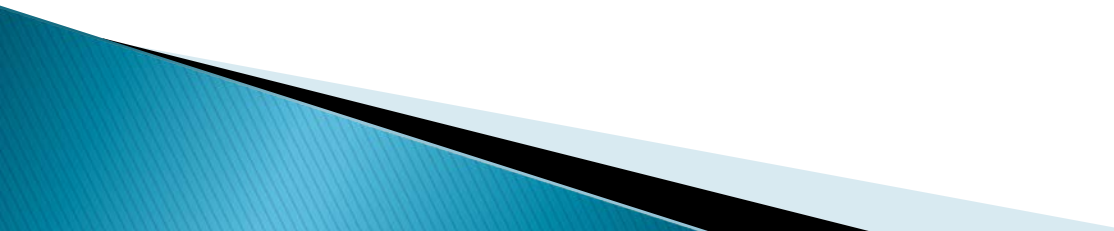
Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
10				\$ 0.00	99999-MISCELLANEOUS <input type="text"/>	
Item Description						

Requisitions

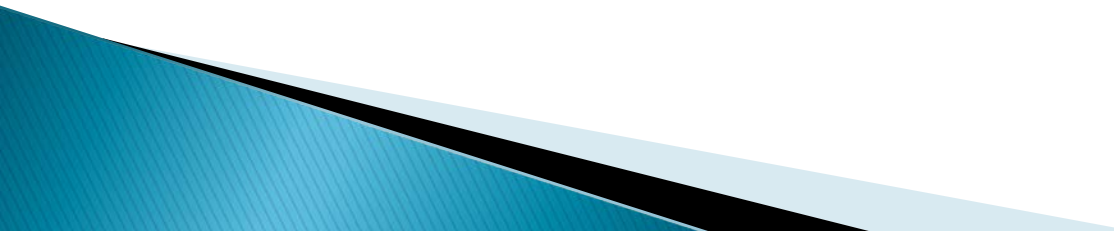
What information is required

- ▶ The following information is needed to complete a purchase requisition
 - Quantity and Description or detailed specification for the item(s) or service(s) to be purchased, including catalog number if applicable
 - Detailed Specifications can include:
 - Model , Item Name, Size overall, Electrical or Gas Requirements, Manufacturer, Warranties and or Guarantees, Color, Optional Features, Fabrics, grade and type, Accessories, Supplies needed to operate equipment, Installation, Training
- 

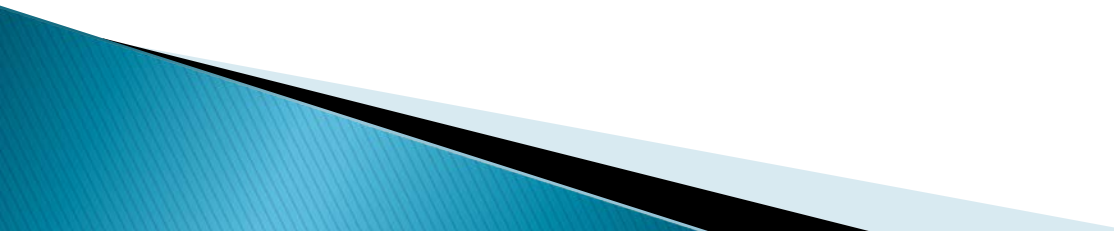
Preparing your Requisition

- (OPTIONAL) Name and Address of “Suggested” or “Requested” Supplier
 - Delivery Address/Contact
 - Date item is Needed by (NOT ASAP) (Expected Delivery Date)
 - Account String
- 

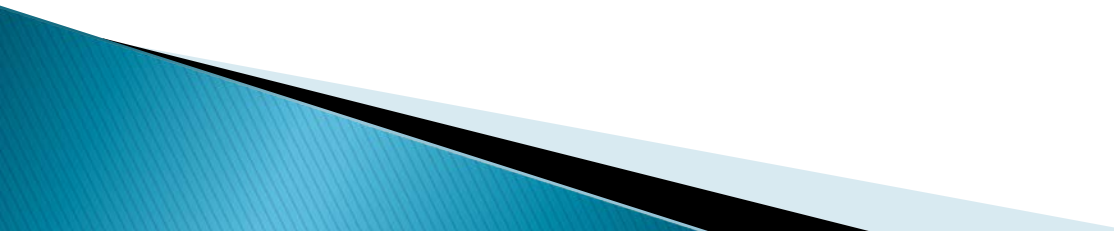
Things to consider

- ▶ Quoted prices should include as applicable: postage and/or handling, freight , installation
 - ▶ When asking for prices, make sure they are delivered prices and note the source of your prices on the requisition, i.e., telephone, number, name of person quoting price, company name, address
- 

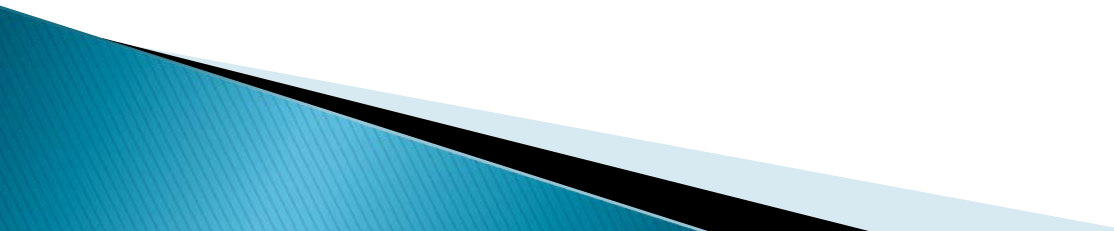
Things to Consider

- Delivery and Freight Charges– most companies' terms are F.O.B. shipping point. This means SMC pays the freight
 - SMC is responsible for Sales Tax (currently 9.25%)
 - Payment Terms– In general, SMC does not allow for vendor prepayment
 - Supplier Insurance– All suppliers must have a current Certificate of Insurance with the current limits and appropriate endorsements on file
- 

Equipment

- ▶ When requesting equipment using electricity, gas, air conditioning, water, IP addresses, please check with Facilities and Information Technology
 - ▶ Size and Weight, when ordering items, make sure that size is not so great that locating equipment in the building would require destruction of any walls, etc. Always consider use of elevator capacity in terms of size and loading. Size of stairways should also be considered, as well as any doors, halls, of the final destination area
- 

Supporting Documentation

- ▶ If you are requesting a specific supplier that is not in SMC's vendor data base, you must have the supplier complete the "Vendor Data Record Form and email or fax to the Purchasing Office
- 

Vendor Data Record/W9

SANTA MONICA COMMUNITY COLLEGE DISTRICT (SMCCD)
VENDOR DATA RECORD

Vendor #

NOTE: Governmental entities, Federal, state, and local (including school districts) are not required to submit this form.

1 PLEASE RETURN TO:	DEPARTMENT OFFICE Santa Monica Community College District, Purchasing Department	PURPOSE: Information contained in this form will be used by SMCCD to prepare Information Returns (Form 1099) and for withholding on payments to nonresident vendors. Prompt return of this fully completed form will prevent delays when processing payments. (See Privacy Statement on reverse.)	
	STREET ADDRESS 1900 Pico Boulevard		
	CITY, STATE, ZIP CODE Santa Monica, CA 90405		
	TELEPHONE (310) 434-4304 FAX (310) 434-3654		
2 VENDOR'S BUSINESS NAME	PLEASE CHECK ONE		
	<input type="checkbox"/> Equipment/Supplies <input type="checkbox"/> Rent		
	<input type="checkbox"/> Non-Med Services <input type="checkbox"/> Royalties		
	<input type="checkbox"/> Medical Services <input type="checkbox"/> Attorney Fees		
3 VENDOR ENTITY TYPE	CHECK ONE BOX ONLY		
	<input type="checkbox"/> MEDICAL CORPORATION (Including dentistry, podiatry, psychotherapy, optometry, chiropractic, etc.) <input type="checkbox"/> PARTNERSHIP		
	<input type="checkbox"/> EXEMPT CORPORATION (Non-Profit) Copy of 501C may be required <input type="checkbox"/> ESTATE OR TRUST		
	<input type="checkbox"/> ALL OTHER CORPORATIONS <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR		
4 VENDOR TAXPAYER I.D. NUMBER	CHECK IF APPLICABLE		
	<input type="checkbox"/> Certified DVBE		
	<input type="checkbox"/> Certified Small Business		
	<input type="checkbox"/> Government <input type="checkbox"/> OSDS Certification Number		
5 VENDOR RESIDENCY STATUS	NOTE: Payment will not be processed without an accompanying taxpayer I.D. number unless considered a foreign vendor.		
	<input type="checkbox"/> CHECK here if company does not have a location within US borders.		
	NOTE:		
	a. An estate is a resident if decedent was a California resident at time of death.		
6 CERTIFYING SIGNATURE	b. A trust is a resident if at least one trustee is a California resident. (See reverse)		
	I hereby certify under penalty of perjury that the information provided on this document is true and correct. If my residency status should change, I will promptly inform you.		
	AUTHORIZED VENDOR REPRESENTATIVE'S NAME (Type or Print) TITLE		
	TELEPHONE NUMBER FAX NUMBER		
SIGNATURE DATE		EMAIL	

Written Quotation Form

Santa Monica College

Department
1900 Pico Blvd.
Santa Monica, CA 90405
Phone Fax

Request for Quotation**THIS IS NOT AN ORDER**

TO:

SHIP TO:
Santa Monica College

RFQ No	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
SUBTOTAL				
SALES TAX				
SHIPPING & HANDLING				
OTHER				
TOTAL				

INSTRUCTIONS TO VENDORS

1. PLEASE SIGN and DATE your response
2. QUOTATION VALID _____ DAYS
3. Questions regarding this RFQ should be directed to questions Vendor Contact Information

Authorized by/Title

Date

Sample Purchase Order

Purchase Order

Form No. 502-083

THIS PURCHASE ORDER NO. MUST APPEAR ON ALL SHIPPED Page: 1
MATERIAL AND CORRESPONDENCE : P.O. # **P120761SD**

DATE ISSUED 08/08/2011	ACCT PAYABLE PHONE NO. EXT.	BID/QUOTE/CONTRACT NO.	QUOTE BY	DELIVERY HOURS 7:00 AM - 3:00 PM (Mon.-Fri.)	DUE DATE 08/10/2012
BUYER Davis Sandra - S. Monica CC	BUYER FAX NO. 310-434-3654	VENDOR NO. 0000009495	VENDOR PHONE NO.	VENDOR FAX NO.	FOB DES
BUYER PHONE NUMBER 310-434-4280 EXT.	REQUESTOR NAME	PO TERMS Net 30 Days	WAREHOUSE INSTRUCTIONS (DELIVER TO)		
FROM SANTA MONICA COLLEGE 1900 Pico Boulevard Santa Monica CA 90405-1628	TO UNIVERSITY GLEN CORP 45 RINCON DRIVE CAMARILLO CA 93012	SHIP TO RECEIVING DEPARTMENT 2121 16TH STREET SANTA MONICA CA 90405			DISTRICT NO 73502
			FISCAL YEAR 11-12		

LINE/SCHD	ITEM DESCRIPTION	QTY	UNIT	COST	EXTENSION
1 - 1	ASSORTED LUNCHES	22.00	EA	9.0000	198.00

"ALL SERVICES PERFORMED AND/OR MATERIALS PROVIDED ARE IN ACCORDANCE WITH THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PURCHASE ORDER"

THIS PURCHASE ORDER NOT VALID AFTER THE DATE SPECIFIED IN "DUE DATE" BOX UNLESS OTHERWISE INDICATED IN DESCRIPTION OF LINE ITEM ABOVE.

IN ORDER TO RECEIVE A TIMELY PAYMENT OF INVOICES, A PROPER AND ACCEPTABLE INVOICE MUST CONTAIN THE FOLLOWING:

1. REFERENCE PURCHASE ORDER NO AND LINE ITEM NO 2. VENDOR NO FROM PO 3. CONTRACT NO (IF APPLICABLE) 4. FEDERAL TAX ID NO

SUBMIT INVOICE IN DUPLICATE BY USPS TO:
SANTA MONICA COLLEGE ATTN: ACCOUNTS PAYABLE
1900 PICO BLVD SANTA MONICA, CA 90405-1628
-OR-

SUBMIT INVOICE BY EMAIL: ACCOUNTSPAYABLE@SMC.EDU

ACCOUNTS PAYABLE TELEPHONE: 310-434-4283

Sub Total	198.00
Total Tax Amount	18.32
Total Frt Amount	0.00
Total PO Amount	216.32

01.3 -00000.0-11301-00100-5240-64990060 -RQ: \$ 216.32

AUTHORIZED/APPROVAL SIGNATURE

How is a purchase order changed?

- ▶ Decreasing the amount of an Open Purchase Order is done by sending an email to the Buyer who created the purchase order indicating the amount of the decrease
- ▶ Request to cancel a line item on a purchase order by sending an email request to the Buyer that created the purchase order.
 - If the item has not yet been received by the warehouse and the supplier has not yet shipped the item, the line can be cancelled
- ▶ Adding or removing authorized users to an open purchase order

Purchase Order Changes Increases

- When increasing funds to an open purchase order or adding another line item to an existing purchase order, a new requisition must be created and sent through the approval process

Purchase Order Cancellation

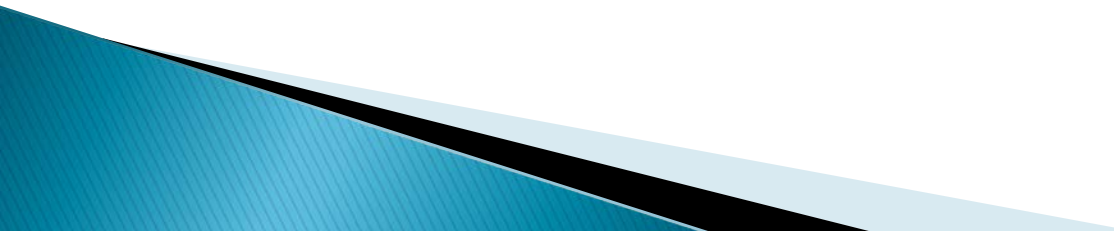
- ▶ Send an email to the Buyer that issued the purchase order. The buyer will issue a change order/cancellation and forward to the supplier

Merchandise Exchanges and Returns

▶ What do I do now?

- Contact Purchasing via email– Do not contact the supplier
- Include the following information:
 - Purchase Order Number
 - Name of Supplier
 - Description of item to be returned
 - Reason for return (if damaged, describe)
 - Requested outcome, i.e., refund or exchange
 - Department contact, extension, room number

Restocking Charges

- If the merchandise was ordered in error, the supplier is under no obligation to accept the return. The supplier may impose a restocking fee and/or return fee which is the responsibility of the requesting department
 - The Buyer will negotiate with the supplier to reduce the charges whenever possible
 - Special Orders in most cases, can not be returned
- 

Purchasing Office

Buyer Commodity Listing

Commodity

Acoustical Tile, insulating materials Supplies

Affiliation Agreements

Nyla Cotton 4495

Agricultural Equipment/Landscape (nursery stock, equip. & accessories, soils

Fertilizers, and soil conditioners, Irrigation System Maintenance

Architect/Engineer Contract Review, Services

Asphalt, Hot and Cold Mix

Audit Services

Audit Services

Blueprint Services

Building Materials, Bricks, Cement, Hand Tools, Ladders, Lumber Etc.

Buildings, Structured (Fabricated and Pre-Fabricated

Clothing, Apparel

Consulting Agreements

Cosmetology Supplies/Services

Credit Card Processing

Earth Moving Equipment (tractors, loaders), graders, dozers, etc.

Elevator Agreements/Services

Energy Agreements (to include Solar)

Equipment Leases

Fencing

Financial Services

Fire/Alarm Services, Sprinkler Inspection and Testing

Food Service Agreements (Campus Food Vendors)

Fuel Agreements

Furniture/Furnishings Agreements, Services

Garden Tools

Hardware (Tools)

Hazardous Waste Removal Contracts

Heating, Air Conditioning, Ventilation Agreements

Insecticides

Inspection Services

Instructional Agreements (Consulting Agreements)

Insurance

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Master Contracts Database

Material Handling Equipment (including Powerlift, trucks, pallet jacks)

Medical/Hazardous Waste Agreements

Memorandum of Understanding/Master Enabling Agreements

Minor Repair, Public Works, Construction Contracts

Pest Control Agreements/Services

Police Equipment and Supplies

Police Radio Equipment Repair

Professional Services Agreements

Property Rental and Leasing

Real Property Leases

Recycling

Refuse, Recycling, Trash Disposal

Roof Replacement

Software License Agreements

Telecommunication Equipment, Supplies (VOIP, Mobile)

Uniform (Facilities Agreements)

Vehicles, Carts, Trucks, Supplies, Services, Repairs

Welding Equipment and Supplies

Window Installation, Replacement Washing, Window Treatments, Blinds

Sandy Franke

Commodity

Air Conditioning and Heating Repairs, Filters, Compressors, accessories	4509
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Appliance and Equipment- Household type

Art Supplies and Equipment

Athletic Equipment, Supplies and related apparel

Audio Visual Equipment, Supplies, Services

Book Binding, Books, Periodicals (DVD's), Subscriptions

Bus Rentals

Carpet/Flooring (materials and installations)

Catering/Food Services

Conferences

Decals, Stamps

Electrical Equipment, Supplies

Employee Recognitions (Plaques, Certificates) Badges, Emblems, Name Tags, etc.

Fastening Packaging, strapping, typing equipment and supplies

Fingerprint Supplies/Services

First Aid and safety equipment and Supplies

Flags, Flag Poles, Banners and Accessories

Flashlights and Batteries

Gases, Industrial, Scientific, Medical including Propane

Instructional Supplies

Janitorial Supplies, Services (Cleaning agents, brooms, detergents, mops, Paper Goods, Floor Care)

Laboratory Supplies, Equipment

Sandy Franke

Library Materials, Equipment, Supplies, Services

Mailroom Equipment, Supplies, Services

Medical Supplies, Equipment Services

Memberships

Microscopes

Musical Instruments, Supplies and Services

Office Supplies and Equipment(including shredders, fax machines)

Pharmaceutical Supplies, Services

Photographic Equipments, Supplies Services

Police Equipment and Supplies

Police Radio Equipment, Repair

Radio Broadcasting Equipment, Services

Scientific Laboratory Equipment, Supplies, Test Equipment, Clinical Lab, Reagents and Test, Cadavers, Transportation

Signs, Aluminum Signs

SMC Bookstore Purchases

Special Events (Party) Rentals, Equipment, Supplies, Balloons, Flowers

Testing Supplies, Materials

Theatrical, Artist Equipment, Supplies

Transportation, Travel

Vending Machines

Veterinary Equipment and Supplies

Video Equipment, Supplies, Services, Visual Education, Equipment and Supplies

Water Services (Drinking Water)Coolers

X-Ray Equipment, Supplies, Service

Please call ext 4304 for the following commodities

Computer Equipment, Printers and Services (cables and accessories)

TBD

4304

Copier Paper (Recycled Program)

Copier Purchases, Leases, Maintenance Agreements

Express Delivery, Mail Services

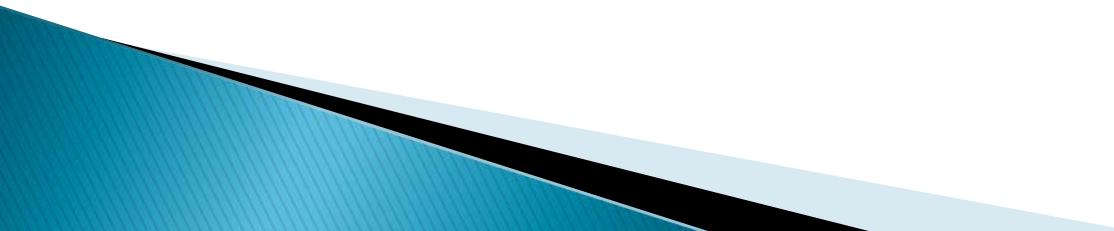
Mailroom Equipment, Supplies, Services

Printing Equipment, Supplies and Services

Steel



What is “Piggy-Backing”?

- ▶ Use of other Agencies Agreements
 - PCC 20652
 - Requires prior approval by the Board of Trustees
 - CMAS, WSCA, NJPA, E and I Cooperative, State of California, DGS, FCCC (Foundation for California Community Colleges and more
- 

SMC Board Approved Contracts

Glendale Unified School District, Contract P-13 08/09, with Apple computers, to 11/15/2012 for Computer Equipment, Software, Peripherals and Services

State of California/WSCA Contract, Contract B27150, with Dell Marketing L.P., to 09/31/2013, for Computer Equipment, Software, Peripherals and Service.

State of California/WSCA Contract, Contract B27164, with Hewlett Packard Company, to 08/31/2014, for Computer Equipment, Software, Peripherals and Service

State of California (CMAS), Contract, Contract 3-94-70-0032 with IBM Corporation, to 12/31/2012, for Computer Equipment, Software, Peripherals and Service

U.S. Communities for the County of Fairfax VA., Contract RQ09-007736-42B with Insight Public Sector, Inc. to 04/30/2013, for Technology Products/Equipment, Section A and Technology Services Solutions

U.S. Communities for the County of Fairfax, VA, Contract RQ0999736-42C with Tech Depot, to 03/40/2013, for Technology Products, Equipment, Section A

U.S. Communities for the County of Los Angeles Contract, Contract MA-IS-1140139, with Graybar Electric Company, Inc. to 01/13/2013, for Electrical Heating, Ventilation and Supplies

Western States Contracting Alliance (WSCA) for the State of California, Contract, 7-09-79-02, with Waxie Enterprises Inc. for Janitorial Supplies

Sate of California (CMAS) Contract 4-09-71-0091A with Contract Office Group Inc., to 03/31/2013 with Office Furnishing Systems, Seating, Files and Architectural Interiors

SMC Board Approved Contracts

State of California (CMAS) Contract 4-09-0087A, with ALLSTEEL Inc., to 12/31/2013, for Office Furnishing Systems, Seating, Files and Architectural Interiors

Western States Contracting Alliance (WSCA) for the State of CA, Contract 07-09-99-5, with Pitney Bowes Inc. to 11/13/2012, for Mailroom Equipment and Maintenance

Western States Contracting Alliance (WSCA) for the State of Nevada, Contract 5-09-99-29 thru 5-09-99-31 with NAPA auto Parts to 12/21/2012, for Auto Parts and Supplies

Educational & Institutional Cooperative Purchasing Contract CNR-01163, with VWR Scientific, to 06/2017 for General Laboratory Supplies

California State University Contract 1924 with PlanetBids, ongoing for On-Line Bid/Vendor Management, Contract Management, Insurance Certificate Management, Reverse Auctions, RFP Software Services

California State University Contract, 90365, with Mission Linen for Uniform Rentals and Sales

EdBuy for the Los Angeles County Office of Education (LACOE), Contract 08/09-1383 with Xpedx for Cut Paper Supplies

US Community for Dally Count Tx, Master Agreement Contract 2007-118-3034 with Zep Manufacturing, to 12/21/2012 for Cleaning Chemicals and Supplies

Western States Contracting Alliance (WSCA) for the State of Nevada, Contract 1568, with Simplex/Grinnel, to 10/31/2012 for Fire Alarm Testing/Fire Suppression Services

SMC Board Approved Contracts

US Communities for City of Charlotte, Contract, with Autozone to 01/24/2013, for Auto parts and supplies

Western States Contracting Alliance (WSCA) for the State of California, Contract 05-09-99-31 with O'Reilly Auto Parts to 12/31/2013 for Auto Parts and Supplies

California County Superintendents Educational Services Association, with CalSave Program, ongoing contract, sponsored by Epylon

Western States Contracting Alliance (WSCA) for the State of Utah, Contract MA454, with Federal Express Corporation, Small Package Air delivery and International Shipments

State of California/WSCA Contract, Contract 1862 with Grainger to 02/2014, for Industrial Supplies, Equipment, Janitorial Supplies and Equipment

State of California/WSCA Contract 1336, with Fisher Scientific to 06/2013 for Science Supplies

US Communities Contract 11019 with Home Depot Supply, Inc. to 07/14, for Maintenance and Hardware Supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01270, with Office Max to 12/31/2013 for Office Supplies

State of California (CMAS) Contract 4-08-72-0008B, with Shaw Industries, to 04/30/2013, for Floor Covering

Educational & Institutional Cooperative Purchasing, Contract CNR-1288, with School Health to 11/30/14 for health and sports medicine supplies

Emergencies

- ▶ Is the Purchase Order for an emergency?
 - That would depend on the nature of the emergency
 - Yes– If it is determined that goods or services are needed so that the education function can continue
 - No– If it is because the requisition was not submitted for processing in a timely manner
 - Contact your “Commodity Buyer” should you have a “Priority” requisition

▶ FREQUENTLY ASKED QUESTIONS

Where is the Purchasing Department Located?

Purchasing is located at: 2714 Pico Blvd., Room 329, Santa Monica, CA

How do I place an order for my department?

For specific items, you will need an approved purchase requisitions.

For Blanket purchase orders, if you are an authorized buyer, you may place your order directly with the supplier, not to exceed the total amount of the order.

Who is authorized to sign a vendor contract on behalf of the District?

Only those District officials designated by The Board of Trustees are authorized to sign legally binding contracts on behalf of the District.

In general, no staff or faculty member or dean has the authority to obligate the District in any contractual manner of sign an agreement.

When is Formal bidding required?

For equipment, goods, materials and services, the formal bid threshold is \$81,000

For public works, the formal bid threshold is \$15,000.00

▶ FREQUENTLY ASKED QUESTIONS

- How do I determine if the District has a contract for a specific commodity?
Please contact your buyer regarding buying contracts. You may also visit our website at <http://www.smc.edu/purchasing>
- How do I determine which buyer to contact regarding a particular commodity?
Visit the Purchasing Department's Staff Directory. Each buyer is listed and you can click on their Commodity List to see their assigned information.
- How do I determine if a requisition has been converted to a purchase order?
You may contact your commodity buyer. For those of you who have "PeopleSoft Budget Inquiry", the encumbrance will be reflect on the Budget Inquiry Screen.
- What is the procedure for ordering business cards?
You should prepare a requisition, attach a sample and forward your requisition through the approval process. All business cards must be purchased from the Purchasing identified supplier.

► FREQUENTLY ASKED QUESTIONS

Do I have to send the purchase order to the supplier for my order?

All purchase orders are sent to the suppliers by the Purchasing Department. Most purchase orders are faxed to the supplier while the rest or either emailed or mailed via USPS

Can I initiate a transaction with a supplier and follow-up later with a requisition to Purchasing?

No. Only Buyers in Purchasing are authorized to place orders.

What steps need to be taken in order to use a new supplier?

A supplier must be added to the District vendor file. To be added, a supplier must complete the on-line vendor registration form.

Note: This process merely registers the supplier with the District. It does not give the supplier an “approved” or “preferred” status, nor does it pre-empt the need for Purchasing to solicit bids depending on the dollar amount. Direct your new potential supplier to Purchasing Website under the section Business Opportunities- Forms. Have your supplier complete the “Vendor Data Form”. The form must be emailed, faxed or mailed to the Purchasing Department.

▶ FREQUENTLY ASKED QUESTIONS

Can I use a “Direct Pay and Revolving Fund Reimbursement Requisition” to purchase goods or services without going through Purchasing?

No. All requests to purchase items must be submitted to Purchasing.

What do I do if a supplier ask me to sign their form (agreement)?

Never sign a supplier’s form or agreement. Supplier agreements must be reviewed by Purchasing and signed by the appropriate approvers.

Where should invoices be sent?

To Accounts Payable, 1900 Pico Blvd., Santa Monica, CA 90405-1628

When will a payment for an invoice be received?

Payment terms are finalized prior to an award and are included in the purchase order term contract. Payments are handled by the Accounts Payable Office at (310) 434-4283.