

# \$5K to \$50K Campus PO's Workshop

Rev. 4  
3/13/2017

# Workshop Agenda

- Scope of Program to keep orders under \$50K at the colleges
- Changes to Work flow
- FMS Specific Training Currently Available Online
- Small Business Supplier Development Program
- Competition and Written Quotes
- MCCCDC Contracts and Cooperative Purchasing Agreements
- Competition Waiver Request
- Unauthorized Purchases
- Evaluation or Loaner Equipment
- Prepayment of Goods and Services for Requisitions
- Purchase of Used Equipment
- Modification or Termination of Contracts or Agreements
- Employees are responsible for adherence to MCCCDC's Purchasing Policies and Procedures
- ProCard
- Construction Orders and Emergency Procurement
- Payment Side of Procure to Pay
- Negotiations 101
- Tips on Creating Effective Item Descriptions
- District Office Contacts and Support
- Helpful Links
- Frequently Asked Questions

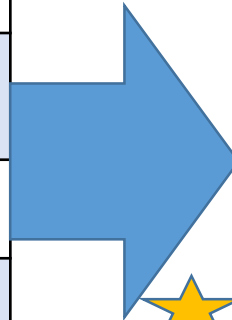
# Scope of Program

- **What is Changing?** Decentralize Purchases of \$5K to \$50K from the District Office to the individual college campuses
- **Why the Change?** To reduce overall cost by streamlining the process and providing greater control at the campus, close to the source of the requirement
- **How will this Change be implemented?**
  - Final Approval for all Requisitions up to \$50K will move to the College Fiscal Office (except Req's requiring Legal/Security approval)
  - Final Approval for all Requisitions \$50K or more will continue to be managed by the District Buyers
  - District Buyers remain available to support ANY and ALL Purchasing Questions and Sourcing needs regardless of the dollar amount
- **When will this change take effect?**
  - FMS Workflow Changes and testing in January 2017
  - Training at all colleges in February 2017
  - Launch district-wide with FMS Tools release on 21 February 2017
    - College Fiscal Officers can add Buyer to Req's over \$5K until Training is complete on their campus

# Requisition Approval Workflow Levels and Changes for orders up to \$50K

## Current >\$5K Flow

Approval Level	Description	Routing
Budget Manager	Responsible for department budget	By college / department approver
Project/Grant	Review Project /Grant accounting	If a project referenced, routes to the project manager
IT	Approves IT-related purchases for college	If an IT category code referenced, routes to IT approver for the college
Asset	Reviews asset accounting	If an asset profile referenced, routes to District asset approver
Fiscal	Reviews overall accounting	Routes to a pool of approvers by college
Legal / Security	Review for legal and security compliance	Legal reviewer signs contract, attaches signed PDF and secures Security review if required
DO Buyer	Reviews for policy compliance	Reviews all requisitions over \$5,000



## New Flow for PO's up to \$50K

Approval Level	Description	Routing
Budget Manager	Responsible for department budget	By college / department approver
Project/Grant	Review Project /Grant accounting	If a project referenced, routes to the project manager
IT	Approves IT-related purchases for college	If an IT category code referenced, routes to IT approver for the college
Asset	Reviews asset accounting	If an asset profile referenced, routes to District asset approver
Fiscal	Reviews overall accounting & Purchasing policy compliance	Routes to a pool of approvers by college
Legal / Security	Review for legal and security compliance	Legal reviewer signs contract, attaches signed PDF and secures Security review if required
All Approvals Complete	College Fiscal Officers processes final FMS step	Auto-Sourcing and Dispatch PO's

All PO's under \$50K are processed by the College Fiscal Officers (same flow as \$5K Req's)

# Requisition Approval Workflow Levels for orders over \$50K remains unchanged



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DO Buyer	Reviews for policy compliance	Reviews all requisitions over \$50,000
All Approvals Complete	College Fiscal Officers processes final FMS step	Auto-Sourcing and Dispatch PO's

Exploring opportunity to move DO Buyer reviews ahead of Legal/Security review

# FMS Specific Training Currently Available Online

<https://hr.maricopa.edu/professional-development/training-learning/programs/technology-training-materials>

<b>Step-by-Step Training Manuals for Requisitions</b>		<b>Video Tutorials for Requisitions</b>
<ol style="list-style-type: none"><li>1. Creating a Requisition</li><li>2. Items Needed When Attaching a Contract for Legal Review</li><li>3. Blanket Requisitions</li><li>4. Future Year Requisitions</li><li>5. Requisition Capital Category Code Correction</li><li>6. Category Codes Linked to Asset Accounts</li><li>7. Modify Requisitions</li><li>8. View Comments on Denied Requisitions</li></ol>	<ol style="list-style-type: none"><li>9. Find PO Number</li><li>10. Purchase Order Information</li><li>11. Approve or Deny a Requisition</li><li>12. Approve an Invoice</li><li>13. Approvers Assign Vacation Workflow</li><li>14. View Budget Information</li><li>15. Saving as a PDF</li></ol>	<ol style="list-style-type: none"><li>1. Requisitions Process Video</li><li>2. Requisitions Video Tutorial</li><li>3. Blanket Requisitions Video Tutorial</li><li>4. Modify Requisitions Video Tutorial</li><li>5. Approve Requisitions Video Tutorial</li></ol>

Major focus areas for orders from  
\$5K to \$50K

# Small Business Supplier Development Program

- MCCCCD is committed to the development of business activity with Small Businesses and encourage Requisitioners to maximize quoting with Small Business to the greatest extent possible consistent with sound business practices
- If Requisitioners are unable to identify Small Businesses for a specific purchase the District Office buyers can help provide potential sources
- Purchasing is in the process of updating the FMS Supplier Portal to improve identification of Small Businesses
- <sup>AZ</sup>UTRACS (AZ Unified Transportation Registration & Certification System) is a great resource to identify Small Businesses <https://utracs.azdot.gov/Search>



Success begins with the Requisitioners



# Competition and Written Quotes

- Requisitions for goods and services greater than \$5,000 require **three written quotations**
  - Whenever possible, please attempt to get at least 1 quote from a Small Business
  - Requisitions for goods and services under \$5K require a minimum of 1 written quote
- All Competitive Quotes shall be uploaded into the FMS Requisition
- In all competitive procurement, the award is made to the Suppliers with the lowest quote for the goods or service that meet all the Requisition's requirements
- In most cases, no competition is required when using MCCCD Contracts or Approved Cooperative Purchasing Agreements
- Grant Requirements: Purchases of \$3,500 or greater that utilize federal funds must adhere to the Grant competitive requirements
  - Grants Accounting will review the requisition prior to approval to ensure proper quotes have been received



# MCCCD Contracts and Cooperative Purchasing Agreements

- [New MCCCD Purchasing Website](#) has a list of the current MCCCD Co-Op Contracts
- [Maricopa County Office of Procurement Services](#) has a list of the S.A.V.E agreements in which MCCCD is a participating member



- S.A.V.E website has the current Contract listing but is not a complete listing of contracts available to SAVE Agency Members.
- Please visit SAVE Agency Member sites for all available contracts.
- GPPCS and SAVE are both Purchasing Consortia that are comprised from the Cooperative Purchase Agreements that each public member entity has signed in order to participate in the various cooperative contracts.

Great resource for additional suppliers

# Competition Waiver Request

- Definition: Inability to secure competitive quotations resulting in a sole source or single source Purchase Order award
- Noncompetitive Procurements shall be avoided whenever possible, but products or services may be procured without competition if supporting documentation establishes that only one source is available
- Written justification is required on all Competition Waiver determinations:
  - Requisitioners to complete the [Competition Waiver Request Form](#) and secure approval from the Director of Purchasing and Auxiliary Services or authorized designee
  - If there is a need to continue the requirements from a previously approved waiver, the end user is required to recertify that the waiver is still valid and approved (example: Annual renewals require waiver reapproval)
  - Scan copy of the approved waiver form shall be uploaded to the FMS Requisitions
- Examples of noncompetitive procurement include, but are not limited to:
  - Products where compatibility with existing systems, equipment, or accessories is absolutely necessary for function, serviceability, warranty, or cost
  - Unique services, such as advertising, in which circulation, billboard location, audience demographics, and other factors make each provider different
  - Rental of certain facilities in which location is an important factor
  - Exception:
    - Purchases of educational materials may be purchased directly from the publisher as a sole source, without the need for written justification
    - Public utilities and services



# Unauthorized Purchases

- An "Unauthorized Purchase" is an agreement, a commitment, or an order for goods or services, or a change to existing contract by any person who does not have express written delegation of procurement authority to bind MCCCCD
- Unauthorized Purchases include:
  - Placing an order without an approved Purchase Order or changes under existing contracts that are made by persons who do not have delegated purchasing authority
  - Placing an order either before or after submitting the requisition on the assumption that a PO has or will be approved
  - Over spending the authorized amount of a Blanket Purchase order
  - Coercing a Supplier to initiate an order on the promise that a PO is forthcoming
  - Using personal funds to make a purchase of goods or services that would normally require a requisition in compliance with MCCCCD Purchasing Policies and Procedure with the intent to seek personal reimbursement
- When an unauthorized purchase is identified, an "[Unauthorized Purchase Form](#)" will be emailed to all involved parties
  - Email will outline the circumstances surrounding the unauthorized purchase with instructions for providing a response
  - College president or district vice chancellor will also be copied
  - Prior to a Fiscal Office approval or payment being authorized, a copy of the written acknowledgement and approval from the college president or district vice chancellor shall be uploaded to the FMS Requisition



# Evaluation or Loaner Equipment

- All equipment brought in for loan or evaluation purposes, must go through the normal Purchasing Process with a “No Cost” Requisition
  - Requisition form must be clearly marked *“FOR EVALUATION PURPOSES ONLY.”*
  - Requisition shall also state that *“All costs associated with the delivery, installation, evaluation and return of the equipment shall be borne by the Supplier. All risk for damage and/or loss of the equipment shall also remain with the Supplier.”*
  - This requisition shall include the length of the loan agreement and “No Cost” Purchase Order provided to the Supplier prior to delivery of the equipment
  - Requisitioners shall have the supplier complete the [Supplier Loan and Test Agreement](#) and upload the signed copy to the Requisition
- Loan or evaluation of equipment is for “Evaluation Purposes Only” and Requisitioner has the responsibility to use the normal competitive process for purchase of all equipment



# Prepayment of Goods and Services for Requisitions

- The District provides prepayments only for very limited types of procurements, including but not limited to:
  - Subscriptions, dues, memberships
  - Deposits for travel-related expenses
  - Certain software maintenance and license fees
- Prepayment for standard goods or services is prohibited by statute
  - Exceptions are to be made only in those situations in which no other source for the goods or services is available and no other arrangements can be made
- Justification must be provided to Director of Purchasing and Auxiliary Services or authorized designee who must approve all special prepayments



Reference [MCCCD Purchasing Procedure Manual](#) section 110A (Prepayment for Goods or Services, and Process) for additional details

# Purchase of Used Equipment

- Used equipment may be purchased if it meets the needs of the college as required by the user
  - Purchase of used equipment must be in the best interest of the District and result in a cost savings when compared to the purchase of new or refurbished equipment
- Written justification is required and support documentation uploaded to the FMS Requisition, including:
  - Requestor to complete the [Purchase of Used Equipment Form](#) and secure approved of the Director of Purchasing and Auxiliary Services or authorized designee
  - Supplier statement with the Equipment details, condition (proper working order) and warranty
  - Requestor has inspected the equipment (when possible)
  - Equipment meets the needs of the user
  - It is in the District's best interest to procure the used equipment
  - Determination as to price reasonableness



# Modification or Termination of Contracts or Agreements

- All Contracts or Agreements must go through Legal review for compliance regardless of dollar amount
- All modifications to contracts or agreements must go through Legal review except for the following types of changes:
  - Fixed-price contracts may be changed within the general scope of the contract in following areas:
    - Date of delivery
    - Location of delivery
    - The method of shipment or packaging
  - Blanket orders for commodities or services may be amended at agreed upon times and milestones
    - This may be to adjust price upward to compensate for inflation and other factors that have affected the contract over time; or
    - It may be to adjust pricing downward to compensate for changing market variables
  - Change terms must be substantiated in writing and agreed upon in advance in the original contract
- Contracts may be terminated for cause and for mutual convenience of both parties
  - Requests for terminations for cause must be documented and approved by the Director of Purchasing and Auxiliary Services or authorized designee
  - Terminations for mutual convenience by both the supplier and the District also must be approved by the Director of Purchasing and Auxiliary Services or authorized designee in advance



# Employees are responsible for adherence to MCCCD's Purchasing Policies and Procedures

- Purchasing transactions are not to be intentionally divided or fragmented to get under the competitive threshold requirements
  - Example: Receive a quote for \$6K for goods or services and issue 2 PO's for \$3K each to avoid the three quote requirement
- Supplier's price and other confidential information shall not be shared with competitors:
  - Example: Receive quote for your request From ABC Company for \$6,600 and from XYZ company for \$7,200. You can NOT share pricing from ABC with XYZ as part of any negotiation
- Supplier shall not be requested to proceed with an order until all approvals are received and Purchase Order is issued



# ProCard

- MCCC CD Procurement Card (ProCard) is a Visa purchasing card issued by JP Morgan Chase available for MCCC CD classified employees
- If your department currently has a ProCard using it can dramatically reduce \$5k to \$50K blanket PO volume
  - ProCard should be used to replace supply blanket PO's such as OfficeMax
  - ProCard should be used for travel related transactions in conjunction with the Travel Authorization
  - ProCard is primarily used for purchases not to exceed \$5,000
- Each Fiscal Office/College Department will determine the single and monthly purchase limits for each Cardholder
- MCCC CD Purchasing Card (ProCard) Policy and Procedures:  
[https://business.maricopa.edu/sites/default/files/Procard%20Policy%20%26%20Procedures%202016\\_0.pdf](https://business.maricopa.edu/sites/default/files/Procard%20Policy%20%26%20Procedures%202016_0.pdf)
- ProCard continuous monitoring software will be enabled by 1H'FY18



# RESTRICTED ITEMS - Items that may not be purchased with the ProCard

- Alcoholic Beverages
- Ammunition/Weapons
- Tagged Asset Purchases as defined by MCCCCD Capital Asset Accounting (<https://business.maricopa.edu/financial-services-controller/fsc-departments/capital-asset-accounting/capital-requisitioning#Training>)
- Cash Advances/Loans, Cash/Credit
- Catering Services
- Contractual Professional Services
- Flowers, Gifts, Gift Certificates or Gift Cards
- Gasoline/Fuel
- Insurance
- Leases or Rentals
- Legal Services
- MCCCCD Internal Transactions (All MCCCCD internal transactions must be accomplished with a budget or expense transfer.)
- Official Function Purchases (Fiscal may make a determination to allow to be processed on the Procard.)
- Personal Purchases (personal reward/incentive cards cannot be used in conjunction with the Procard)
- Radioactive Materials
- Software with licensing signatory requirements (i.e. legal signature) (Software purchases with click-through terms are permitted but must be coordinated with the IT department)
- Kitchen appliances (refrigerator, microwave, coffee maker, toaster, dishwasher, etc.) for the personal use of employees (pursuant with Purchasing Policy 316)



Any questions, please contact Gloria Toscano

# Construction Orders and Emergency Procurement

- **Construction-related purchases** between \$5k-\$50k may be issued by the colleges under the appropriate circumstances. A Project Information Form (PIF) should be completed and submitted to CAA and FP&D prior to making construction-related purchases when:
  - More than one PO is needed to achieve the scope of work (i.e., Consultant costs + construction costs)
  - Total cost exceeds the depreciable capital threshold for the category
  - The end-result *significantly* enhances the value of the existing assets
  - The end-result *significantly* changes the utility or purpose of an existing asset
  - When the asset's useful life is extended
  - **Anytime funding from Facilities Planning and Development (FP&D) is used**
  - Refer to the PIF template for more information at <https://business.maricopa.edu/facilities-planning-development/campus-community>
- AZ statute governs the allowable methods for construction procurement, competition for JOC POs, and payment terms to contractors and consultants
- **Emergency Procurement** is considered where there exists a threat to the safety, health, or welfare of students, staff, or the public
  - In such instances, price competition is less important than the quick and safe resolution of the emergency
  - FMS Requisition with back-up documentation and justification shall be generated as soon as possible
  - Director of Purchasing and Auxiliary Services or authorized designee approval is required to make emergency procurement of equipment, goods, or services
  - Note: If funding is coming from Facilities Planning and Development, FP&D needs to develop the Requisition and payment



Ren Carlson & Shelley Randall will follow up with construction-specific training at a future date

# Payment Side of Procure to Pay

- You've gotten quotes, created the requisition, which has gone through the approval process and becomes a PO. The goods are ordered and received or services performed and an invoice is sent to Accounts Payable, unless it was paid on P-card.
- If you've created the requisition, you are also responsible for approving the invoice for payment.
  - Once the invoice is entered in AP, it will be in your worklist to approve.
    - Exception
      - If the PO number isn't referenced on the invoice (workflow goes to fiscal)
      - PO is overbilled (Unauthorized Purchase)
        - Sometimes this is because we can't see the true balances on your multi-line increases. Let us know.
      - If Receiving is Required on the PO, then the online receiving serves as the approval
        - If items are delivered directly to your department, you must let your receiving department know to complete the online receiving or the invoice will never pay.
- AP can override your approvals after 30 days and approve invoices.

# Negotiations 101

- **You Can Negotiate Anything, but may not be able to compete everything**
  - Prices, payment terms, warranty, extended service, rebate, shipping costs, etc.
  - Knowledge is King – with the competitive quotes there may be an opportunity to lower overall price (without revealing competitors quotes)
  - Notable exception - AZ statute prohibits competition among Job Order Contractors (JOC)
- **Before negotiating, make sure the supplier representative has the authority to negotiate**
  - If not, ask to speak to the person with authority (i.e., Sr. Manager, Owner, etc.)
- **Don't Make the First Offer and Don't Negotiate with Yourself**
  - Don't offer an initial price or budget, because they may offer a price that is a much better deal than what you initially had in mind
- **Bundle (if possible)**
  - A great way to augment your negotiation over price is to include other items
- **Use Silence and Time as a Tactic**
  - Never respond too quickly to an offer, pausing or even suspending can convey that you're not desperate to close the deal
- **Keep It Light**
  - You never want to let negotiations become too tense or destroy the business relationship
- **Use Written Communication to follow-up and confirm dialogue**



# Tips on Creating Effective Item Descriptions

- For “Goods” Item Description: Should begin with a noun (what the item is) followed by the adjectives that describe the item (in descending order of the adjective's importance), then Manufacturer and Part Number. Need to communicate to the approvers and receiving what exactly is being requested.

Examples:

Correct	Incorrect
Computer, Desktop, HP ENVY 750-435st	Desktop Computer
Chair, Desk, Black, Truechair P/N 12121	Office Furniture
Motor, Elevator, DC, Otis P/N 123-220V	Otis P/N 123-220V

- For “Services” Item Description: Should begin with a noun (what is the service) followed by the adjectives that describe the item (in descending order of the adjective's importance) referencing statement of work (SOW) or Quotations and timeline.

Examples:

Correct	Incorrect
Consultant, Software Development, SOW 1_1, from 2/1/17 to 5/30/17	Software consultant
Locksmith, replace GCCN, Bldg. 17 door locks per quotation 112 dated 1/5/17	Fixing Locks

- For “Blank Order” Description: Should begin with a the budget FY followed by a noun (what is the service) and the Department responsible for the service.

Examples:

Correct	Incorrect
Electric Service Provider, GCCN, Facility Management and Planning, FY16/17	Electric bill for next 12 months

# District Office Contacts and Support



- Advertising - [Louis Anaya](#)
- Art - [Ren Carlson](#)
- Athletics - [Kelvin Ong](#)
- Audio Visual - [Louis Anaya](#)
- Aviation - [Kelvin Ong](#)
- Buildings & Grounds (All Trades & Crafts) - [Ren Carlson](#)
- Communications - [Keith Killourie](#)
- Computer - [Keith Killourie](#)
- Construction - [Ren Carlson](#)
- Consultants - [Purchasing Dept.](#)
- Dual Enrollment - [Larry Woo](#)
- EMT/Fire Science - [Kelvin Ong](#)
- Environmental - [Ren Carlson](#)
- ESAs - [Larry Woo](#)
- Fire Safety Products - [Louis Anaya](#)
- Fitness Center - [Kelvin Ong](#)
- Food Services - [Kelvin Ong](#)
- Forms Management - [Louis Anaya](#)
- Furnishings - [Ren Carlson](#)
- Furniture - [Larry Woo](#)
- Graduation Supplies - [Kelvin Ong](#)
- Graphic Design Services - [Louis Anaya](#)
- IGAs - [Larry Woo](#)
- Insurance Services - [Gloria Toscano](#)
- Libraries - [Larry Woo](#)
- Linen Services - [Kelvin Ong](#)
- Mailing Services - [Louis Anaya](#)
- Marketing Materials - [Louis Anaya](#)
- Misc. Clothing/Uniforms - [Kelvin Ong](#)
- Moving & Storage - [Kelvin Ong](#)
- Office Equipment - [Larry Woo](#)
- Office Supplies - [Larry Woo](#)
- Performing Arts - [Larry Woo](#)
- Photography - [Louis Anaya](#)
- Printers - [Keith Killourie](#)
- Printing - [Louis Anaya](#)
- Professional Services Contracts - [Larry Woo](#)
- Purchasing Card Administrator - [Gloria Toscano](#)
- Radio Broadcast - [Kelvin Ong](#)
- Scientific, Medical, Dental, Health, Labs - [Kelvin Ong](#)
- Security - [Louis Anaya](#)
- Signage - [Ren Carlson](#)
- Stage & Theater Equipment - [Ren Carlson](#)
- Subscriptions/Memberships - [Larry Woo](#)
- Temp Personnel Services - [Larry Woo](#)
- Textbooks, Manuals - [Kelvin Ong](#)
- Travel - [Larry Woo](#)
- Vehicles: Fleet - [Louis Anaya](#)
- Vehicles: Off Road - [Louis Anaya](#)
- Video Production - [Louis Anaya](#)

- DO Buyers are available to support ANY and ALL Purchasing Questions and Sourcing Needs
- Complex REQ's can be assigned to a Buyer by contacting David Martin



# Helpful Links

MCCCD Purchasing Website: <https://business.maricopa.edu/purchasing>

MCCCD Purchasing Procedure Manual:

<https://business.maricopa.edu/sites/default/files/New%20Purchasing%20Manual%20-%20100616.pdf>

FMS Training Website: <https://hr.maricopa.edu/professional-development/training-learning/programs/technology-training-materials>

Competition Waiver Form: <https://business.maricopa.edu/purchasing/employees/employee-resources>

Vendor Loan and Test Agreement:

[https://business.maricopa.edu/sites/default/files/vndrloan\\_test\\_agreement%20\(1\)\\_2.pdf](https://business.maricopa.edu/sites/default/files/vndrloan_test_agreement%20(1)_2.pdf)

Acknowledgement and Disclosure: <https://administration.maricopa.edu/acknowledgement-and-disclosure>

Special processing for construction orders: <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/1-fiscal-management/1.14-capital-development-project>

Capital Development Project Manual: [https://business.maricopa.edu/sites/default/files/procgde\\_capdev\\_0.pdf](https://business.maricopa.edu/sites/default/files/procgde_capdev_0.pdf)

MCCCD Purchasing Card (ProCard) Policy and Procedures:

[https://business.maricopa.edu/sites/default/files/Procard%20Policy%20%26%20Procedures%202016\\_0.pdf](https://business.maricopa.edu/sites/default/files/Procard%20Policy%20%26%20Procedures%202016_0.pdf)

# Frequently Asked Questions

- Q1. What is the difference between best price quote vs. best overall cost?
- A1. Best overall cost considers all costs for the goods to arrive at required destination. In addition to unit price, buyer would consider delivery, warranty, etc... Sometimes referred to as the “lowest responsible bidder/quote provider”, having the ability, capacity and skill to meet the requirements of the bid/quote.
  
- Q2. When will blanket PO’s be eliminated?
- A2 Goal is to eliminate most Blanket orders by 7/1/18. Blankets will be permitted in very limited cases were the supplier will not accept the ProCard or the commodity is on the ProCard prohibited items listing. Once example of permissible use of blanket orders will continue to be utilities.
  
- Q3. When will we eliminate Requisitions for all purchased under \$5K?
- A3. The plan is to move all purchases under \$5k to the ProCard, unless the item or service required is on the Prohibited Items list or the supplier does not accept Visa. Goods and services that cannot be purchased with the ProCard will continue to require a Requisition.

# Frequently Asked Questions (Cont)

- Q4. Are there RFQ templates we can use for soliciting suppliers?
- Q4. RFQ templates are located at the Purchasing Website <https://business.maricopa.edu/purchasing/employees/employee-resources>
- Q5. Can any catering be put on the ProCard? (Catering vs. food delivery)
- Q5. Simple food delivery (take-out or delivery type items) is acceptable on the ProCard. Professional catering food and having company personnel on campus require a Certificate of Insurance and Purchase Order (to be covered by our T&C's). Campuses are encouraged to use Chartwells for catering service. Maricopa's contract with Chartwells requires that the colleges provide Chartwells with the opportunity to provide a quote for catered events.
- Q6. I have a Procurement Contract that has already received legal approval, so does it need to be attached to the Requisition and still go through legal approval?
- A6. Procurement Contracts are not to be sent to Legal for review without a requisition. To maximize efficiency, Legal will only review Procurement Contracts that are attached to an approved requisition. FMS is the system of record and needs to show that the Requisition was routed through and approved by legal regardless of the dollar amount.

# Frequently Asked Questions (Cont)

- Q7. Is a “Decline to Quote” consider to be a quote?
- A7. Yes. Attach the Supplier “Decline to Quote” response to the Requisition
  
- Q8. Can my ProCard limits be increased?
- A8. Limits are set based on need and usage. Permanent increases to the transaction limit can be requested and approved in certain circumstances. Permanent increases to the cycle/monthly spending limit can be requested if the current limit is not meeting the needs of the cardholders department. Temporary increases can be set for peak usage times, such as start of a semester with the limit returning to the previous level at a certain date or following a specific purchase. Limits can also be reduced to \$1 during non-usage times, such as summer. Contact your Fiscal Office to request limit changes.
  
- Q9. Can we charge gasoline on the ProCard?
- A9. Fleet vehicles (vehicles owned by the District) require the use of the fleet card. The District also has a contract with AAA for emergency road side assistance. To inquire about either the fleet fuel card or the AAA service, please contact District Purchasing.

# Frequently Asked Questions (Cont)

- Q10. How can I identify Small Businesses to quote?
- A10. City of Phoenix, City of Tucson and ADOT have certification programs. Their consolidated list is located at <https://utracs.azdot.gov/Search>. MCCCCD is upgrading the FMS Supplier Portal to better identify Small Businesses. Changes should be implemented by Q1' FY17/18.