

Skagit Valley College-Know Before you Buy

Policies

[WA State Purchasing Manual](#) [State Regulations for Meals with Meetings](#) [SVC Meals with Meetings Policy](#)

*A Purchase Requisition (PR) must be created **BEFORE** any purchase can be made for the Business Office to ensure timely payment.*

Purchasing

Prior to ordering you must enter a requisition in ctcLink. **Paper vouchers are no longer being accepted**, this is because all purchase requisitions must be entered and **Approved** in ctcLink in order to **ensure the correct budget and chart string information is provided and budget checked for the Pre-Encumbrance to Encumbrance**. Paper vouchers are not trackable in ctcLink so the business office does not and will not use those numbers anymore to reference orders or purchases, only ctcLink issued Purchase Requisition (PR) or Purchase Order (PO) numbers will be used.

If you're not able to create a PR you should reach out to the department's Admin Assistant or Program Support Coordinator/Supervisor, who does have the access and training. Most departments limit PR entry to their Admin Assistants because the process is challenging and it's common to make mistakes with the budget/chart string if not familiar. Staff is also able to request access through Donald Denny.

You can contact Purchasing@skagit.edu to schedule training once that access is given. Purchasing is currently working on building training sessions for staff so that we can assist you with the process.

Information Needed Before You Start

- What are you purchasing, from where, and how much does it cost?
 - If under \$10,000 excluding tax and shipping it is under the Direct Buy Limit and you can purchase from any vendor but are encouraged to buy from locally owned small businesses and Veteran, Woman, or Minority owned business.
 - If between \$10,000 and \$100,000 quotes must be secured from at least 3 vendors with at least one of them being from a Veteran, Woman, or Minority owned business. The lowest bid must be accepted. If you cannot obtain 3 quotes or wish to use other criteria than price it must be posted on the WEBS site for formal bid and review.
 - Purchases over \$100,000 must follow the formal bid process. Please contact the purchasing department.
- Is this an allowed Purchase for State funds? See DES RCWs
- Is a State contract available for this purchase?
- If this is a food purchase do you have a Prior Approval form signed and dated before the event?
 - See Food Purchasing Policy for restrictions
 - The Prior Approval for Light Refreshments form must be approved and attached to the PR before purchasing.
 - Remember to turn in a sign in sheet to the Business Office after the event.

- What is your departments budget/ chart string?
- Is this a one-time purchase or will multiple orders be place with this supplier throughout the year?
- How urgently is this needed?
- Does this need to be paid by Visa/p-card or by check?

Documents Needed

- Estimate/Quote/Invoice/Receipt
- Event Flyer (all useful information)
- [Prior Approval form](#) if needed
- Contract if applicable
- Supplier information & [W-9](#)

Visa/ Procurement Card

YES

- ✓ Memberships
- ✓ Registrations
- ✓ Subscriptions
- ✓ Supplies
- ✓ Non-Travel Food (see Food Purchase Guide for more information)
- ✓ Services except personal/performer-speaker contracts
- ✓ Between State Agencies if accepted
- ✓ Travel (See travel regulations)

NO

- **Alcoholic Beverages**
- Advances
- Auctions or Auction sites
- Controlled Substances
- Firearms & Ammunition
- Furniture (contact Purchasing)
- Flowers
- Gambling
- **Gifts/Donations/Gift Cards**
- Goods/Services Provided by User's Family
- IT Equipment (contact IT Helpdesk)
- Personal Purchases
- Prepaid Cellular Phone Cards
- Services or materials from any member of the card user's immediate family
- Splitting transactions to circumvent card, bid, or authority limits
- **Travel expenses including Meals**

Payment Method: Visa vs. Check

The Business Office requires all staff and faculty to enter a Purchase Req into ctcLink and wait for Purchasing to source it into a Purchase Order and issue a PO number to the requestor prior to anyone placing an order for **payment by check**. If it's a Visa/P-card order, departments only need to have a PR entered, be valid, and approved before ordering. Here's a little visual.

Payment to Supplier/Vendor by check:

Purchase Req. → Source to Purchase Order → Place Order → Receive Order → Forward shipping slips and proof of receipt to AP for payment Accounts payable@skagit.edu (Miranda, Doug, Shirley)

It is staffs' responsibility to ensure all shipping slips and proof of receipt is sent to Accountspayable@skagit.edu in order for AP to pay the invoice, AP cannot pay until receiving proof.

Visa/P-card payment:

Purchase Req. → Be Valid & Approved → Place Oder → Forward Visa Receipt to Teresa for Visa reconciliation Purchasing@skagit.edu (Danielle, Teresa, Ginny, Garrett)

Requisition vs. Purchase Order

Purchase Requisition (PR)	Purchase Order (PO)
<ul style="list-style-type: none"> Entered by requestor (staff) to initiate payment process – either by check or visa 	<ul style="list-style-type: none"> Created by Purchasing (Danielle, Teresa, Ginny, Garrett) from the requisition (PR)
<ul style="list-style-type: none"> Visa purchases 	<ul style="list-style-type: none"> Not on Visa/P-card
<ul style="list-style-type: none"> Needed for all visa transactions for monthly visa reconciliation 	<ul style="list-style-type: none"> Charged on open account
<ul style="list-style-type: none"> Use Department P-card or can check out Business Office P-card for purchase 	<ul style="list-style-type: none"> Payment made by check
<ul style="list-style-type: none"> Receipts go to Purchasing 	<ul style="list-style-type: none"> Invoices go to Accounts Payable

After Purchase is Received / Proof of receipt

It is staff's responsibility to verify proof of receipt by forwarding all receipts, shipping slips and invoices to Accounts Payable (check) or Purchasing (visa).

Accounts Payable Supplier/Vendors are split up alphabetically. If you need an update on the status of a payment **by check** please reference your purchase order number and the suppliers name when requesting information.

Vendors are split up alphabetically, your point of contact depends on what letter the supplier falls under.

For (A, B, C, D, E, F, G, H, I) please reach out to Miranda Brown

For (J, K, L, M, N, O, P, Q) please reach out to Douglas Scheel

For (R, S, T, U, V, W, X, Z) please reach out to Shirley Confer

P-cards assigned to staff

The business office has decided that staff with P-cards issued to them need to place their own orders if the order is online and through a visa after creating a PR. This is because the requestor is the subject-

matter expert on what is being ordered and knows the information needed such as who it's for, how many, where it needs to go, etc. so it makes the most sense for staff to place their own orders online if they are simple visa orders. We believe that by requesting staff with p-cards to order for themselves, it will help resolve a lot of the delay on simple purchases. Complicated orders such as bids, items over a 1k, large items, and ones that need to be paid by check or on account will still be processed by Purchasing.

If there's any reason why you need Purchasing specifically to order please email us and let us know and add that info to the requisition as well but moving forward please place simple online orders with your card and use our college address 2405 E College Way and specify Mount Vernon-Maintenance building to drop off for distribution, attach the confirmation or receipt in your PR and send originals to Purchasing and Teresa.

PR & PO Amount Increases

For all requisitions and PO increases please email Purchasing@skagit.edu. Only Purchasing has access to edit/change PRs & POs once they have been approved.

Accounts Payable

Accounts Payable is responsible for paying vendors/suppliers and require invoices. If you have questions regarding payment status please email accountspayable@skagit.edu

GL Corrections

GL corrections must go through one of our accounting staff. Please email any request for expense transfers to Katie.Ventura@skagit.edu