

# Guidelines

## Types of Purchases

### Bids:

Purchase of materials and supplies exceeding \$90,200 or projects with labor exceeding \$60,000 must be formally bid. Formal bids requires a minimum of 30 days. Please contact Facilities or Purchasing for assistance.

### Quotes:

Contact your buyer if you are planning an expenditure exceeding \$5,000. SCOE policy requires 3 quotes. Please contact your buyer for assistance; quotes must be obtained by a buyer.

### Labor Contracts:

When the total cost of a project that includes labor exceeds \$1,000, a **Field Contract** is required. Vendors are not allowed on a project site until a **Field Contract** is completed. Labor projects exceeding \$15,000 require three quotes. Contact Sara Venicombe at 238-1907 for assistance.

### Purchases under \$5,000:

Submit a completed requisition order via the online RX system. When the total cost of a project that includes labor exceeds \$1,000, a **Field Contract** is required. (**See Labor Contracts**) If you need assistance in purchasing supplies or equipment, please contact the appropriate Buyer.

### Direct Deliveries:

In some instances (e.g. Staples, Keller Group) deliveries are made directly to the site and do not pass through Shipping/Receiving. Purchasing will send you your copy of the purchase order. When the delivery has been completed please contact Shipping/Receiving. The vendor cannot be paid unless this procedure is completed.

### Return of Merchandise:

Returns must be accompanied by a Return Merchandise Form. The form is available online on the Business Forms web site. Shipping/Receiving provides "return" service for merchandise that has been received through Shipping/Receiving only. Direct Delivery returns are the responsibility of the department.

### Dues and Memberships:

All dues and memberships require a secondary approval signature on the purchase requisition.

# Purchasing Helpful Hints

## Staples/Office Depot (office supplies) Southwest (class supplies)

Provides a discount of approximately 40 percent and may be ordered online with next day delivery. Direct Delivery is optional.

### NASCO

A local vendor, offers a 20 percent discount (Quote #10059). Shipping is free except for large items.

### Health Supplies

Price list is available on the Purchasing web site.

### Computers



Order Dell through Sterling Computer Corp. (WSCA Bid). Online quotes and ordering available on the TLR web site or contact the Help Desk at 238-4357 for assistance. All new computer equipment purchases need to be authorized by Ray Klinkefus in Technology Services (238-1412) prior to your submission to purchasing.

### Printers

Order from CDW-G. All printer specifications and prices available on the TLR web site.



**ALL PURCHASES MUST BE AUTHORIZED IN  
ADVANCE AND REQUIRE A PURCHASE ORDER.**

**SCOE IS NOT RESPONSIBLE FOR PURCHASES  
MADE WITHOUT AUTHORIZATION.**

# Purchasing Helpful Hints

## Clean Chemical Purchasing

In an effort to reduce the amount of chemical products in use at our sites, save money, and create healthier and safer work and school environments; the Safety Department has established an online clean chemical purchasing process. The form is located on SCOE's website under department forms as well as under the Business Services tab.

If you need training and/or assistance with this new process or if you have any other questions, please contact Jason Gales at 238-1910.

## H Street Reconfigurations

All H street office space and cubicle reconfigurations are now coordinated by Steve Hagemann. Please contact him at 238-1916 prior to contacting vendors.

## Building Key Requests

Key request forms can be found on the SCOE website, under Purchasing/Facilities Forms. Once the form is filled out and has appropriate signatures, forward it to Angie Cooper and she will fill the order. H Street keys only. If you have any questions, please call her at 238-1906.

## Contracts

Please forward contracts requiring Tami Thomason and/or Don Gatti's signature to Sara Venicombe. All contracts must be logged at each step of the process. If you have any questions regarding this process, please call Sara at 238-1907.

## HVAC

For issues regarding the temperature at H street, please contact one of the following people (please follow order in which they are listed):

<b>1st:</b>	Jason Gales	238-1910
<b>2nd:</b>	Tanner Mendoza	238-1930
<b>3rd:</b>	Dave Jordan	541-2316