



4th Edition, 2001
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Buyways is a convenient and concise reference tool designed by ACCD **Acquisitions** for district employees involved in the requisition process. If you have questions concerning any step of the process, please call Margie Regalado at 208-8082.

1. Getting Started

This pamphlet frequently refers to our web page at: www.accd.edu/district/purchase/home.htm
Once there, set a "bookmark" for quick access in the future!

Commodity Code

The very first step is to determine the commodity code for the item or service being purchased, using the Texas Building and Procurement Commission (TBPC) commodity code listing. At our web page, go to **Commodity Code** to access an alphabetic or class index. If you have trouble deciding on the correct commodity code--please call us!

Aggregate Category

Once you know the commodity code, you can determine the *aggregate category*. Click on **Aggregate Category List** at our web page and look for the commodity code. If your commodity code is listed, the category is a "B" or "O" as shown; if not, it is a "U".

Quote Requirement

With the *aggregate category* and *total dollar amount of your order* you can learn the quote requirement using the following chart.

Aggregate Category		
"U" Under \$10,000/year	"B" Between \$10,000 & \$24,999/year	"O" Over \$25,000/year
1 Verbal Quote Orders < \$2,000	3 Written Quotes* (signed, dated with two from HUB/Small vendors) or Contract	Contract* or Formal Bid
1 Verbal Quote (if issuing to HUB/Small vendor, otherwise 3 documented quotes are required.) Orders ≥ \$2,000 < \$5,000	any dollar amounts!	CISV eligible purchases require 3 Written Quotes (signed and dated with two from HUB/Small Vendors)
3 Written Quotes (signed & dated and two from HUB/Small vendors) or Contract Orders ≥ \$5,000 < \$10,000		any dollar amounts!

*Exceptions: see Sole Source (#7) and CISV (#9)

For a list of vendors in the Banner system that provide the product/service you're purchasing, go to the Vendor/Commodity lookup and enter the commodity code. (Note: You may also get quotes from vendors not listed and add them to the Banner system should you need to.)

2. Attachments

The documentation that is acquired and created in support of a requisition (quotes, sole source letters, letters of explanation, etc.) must be sent to **Acquisitions** via fax or Pony in a timely manner. Be sure the requisition number is indicated on all attachments sent.

3. "HUB" Quotes

ACCD and the State of Texas are committed to increasing the participation of HUB (Historically Underutilized Businesses) and small businesses. To that end, purchases that require competitive quotes must include at least 2 from HUB/Small vendors, if available. HUB/Small vendors are easily identified in the Vendor/Commodity lookup with a "Y" in the "HUB Vendor" indicator.

4. Vendor IDs

Vendors in the Banner system can be found by using the "Vendor Name Look-up" user inquiry which is accessible on the Banner start-up screen under **ACCD User Inquires**: http://titanss.accd.edu:8020/PROD/ACCD_VendLookUp.P_PromptVendor

A vendor who does not exist in the Banner database must complete a vendor application, IRS W-9 and Conflict of Interest Questionnaire forms (available on our web page—click on **Forms** and submit to **Acquisitions**.) Vendor ID's will be added within 24 hours of **Acquisitions** receipt of all forms. Address all questions on vendor applications to Elizabeth Alvarado at 208-8081 (pena@accd.edu).

5. Contracts (ACCD, City or State)

Contracts may be used for purchases in all aggregate categories, but primarily are put in place for the "B" and "O" categories which otherwise need competitive written quotes and formal bids. Typically, purchases made against a contract do not require price quotes, but the procedures on each contract page should be followed. Reference the contract number in the "Comment" field of the requisition (and add a "C" to each commodity code).

ACCD **contracts**, set up by **Acquisitions**, are updated regularly and accessible at our web page—click on **Contracts**.

Contracts, awarded by the Texas Building & Procurement Commission (TBPC), are also accessible from our web page—click on "**Contracts**" and then **State TBPC Contracts**. The contracts are in numerical order and are numbered by commodity class.

6. Account Codes

The account code on your requisition is critical to accurate accountability of funds and property. The most frequently used codes are listed on the next panel. First, determine the source of funding: Instructional Technology (IT) or Budget/Grants. Then, select the account code based on unit cost and commodity type.

- For IT fund expenditures, use the blue section.
- For Budget/Grant funds, use the green and yellow.

Remember when using Grant Funds (Fund Codes that begin with 20 thru 24) add a "G" to the end of the account code.

Account Codes continued...

Unit Cost	Account Code	Description
<i>Budget & Grant Funds</i>		
Expendable and Non-Expendable < \$1000	7282	Lab Supplies & Materials

<i>General Expense</i>		
Expendable Items	7412	Media Services
Non-Expendable	7405	Publication/Subscription
Items <\$50	7233	Employee Membership Dues
All Software, not using IT funds	7407	Office Supplies
	7284	Instructional Supplies
	7572	Computer Software
	7571	Equipment Rentals
	7255	Repair & Maintenance

<i>Non-Expendable</i>		
> \$50 but < \$1000	7573	Small Tools/Equipment
	7574	Small Computer Equipment

<i>Controlled Items</i>		
	7581	Equipment/Furniture
> \$1000 but < \$5000	7582	Computer Hardware
	7583	Vehicles

<i>Fixed Assets</i>		
> \$5000	7592*	Furniture/Equipment
	7593*	Computer Hardware
	7594*	Vehicles
	7595*	Tractors, etc.

<i>Instructional Technology (IT) Funds</i>		
> \$50 but < \$1000	7601	Software
	7602	Computer Equipment
	7603	Instructional Equipment

<i>Controlled Items</i>		
> \$1000 but < \$5000	7631	Instructional Equipment (Non-Computer)
	7632	Instructional Equipment (Computer Hardware)
	7633	Instructional Other Tech

<i>Fixed Assets</i>		
> \$5000	7651*	Instruction Equipment
	7652*	Instruct Computer Hardware
	7653*	Instruction Other Tech

*4 digit account code plus campus indicator must be used (1-SAC, 2-SPC, 3-PAC, 4-NVC, 5-NLC, 6-NCC, and 9-DIST) Example: 76511 (SAC) fixed asset using IT funds

≥ Equal to or Greater Than <Less Than
Note: Account codes in same color block are linked and do not require budget transfers (with the exception of grant accounts).

7. Sole Source Purchases



A sole source means there are no other functionally equivalent products in the marketplace and can only be bought from a single source. Departments needing a service or product believed to be from a sole source vendor must obtain from that vendor a letter stating the company is the sole manufacturer or distributor of the service or product and that "there are no comparable equivalents in the industry." The letter must be on company letterhead, signed and dated. The originating department must also provide a [Justification for Proprietary \(Sole Source\) Acquisition](#) form for the sole source item(s) and must be endorsed by the next level supervisor.

8. Consultant Contracts

By law, any consultant who is NOT an accountant, architect, landscape architect, land surveyor, physician, optometrist, professional engineer, real estate appraiser, or registered nurse is subject to competition.

Contracts less than **\$10,000** – Secure one written proposal. After the work is performed *satisfactorily* and invoice received, a direct pay is to be submitted by the originating department.*

Contracts between **\$10,000 - \$24,999.99** – Obtain three written proposals – submit a letter of agreement and have the selected firm execute a letter of agreement, then submit a requisition and a purchase order will be issued PRIOR to any service provided.*

Contracts **\$25,000** or more – Formal RFP solicitation, written agreement, purchase order will be issued PRIOR to any service provided.* If the contract is more than \$50,000, approval from the Board of Trustees must also be obtained.*

*[Independent Contractor Evaluation Form](#) must be completed in advance of work.

9. CISV Catalog Purchases

Certain commodities are eligible to be purchased under the TBPC Catalog Information Systems Vendor (CISV) procurement program. These commodities (automation, computer and tele-communications products and services) are identified on the Commodity Code listing by an asterisk (*).

Access the listing through our web page—go to [Commodity Codes](#) to access an alphabetic or numeric class index. These codes usually fall in the "O" aggregate category and therefore would otherwise require purchase by contract or formal bid. The CISV method allows these commodities to be purchased from eligible vendors *without* a contract or formal bid. The catalog prices are seldom the best prices available and departments are encouraged to negotiate cost savings or deeper discounts. Acquisition's reserves the prerogative to change vendors if better pricing can be obtained.

CISV orders also allow us to add a "C" to the commodity code when entering the requisition. Another benefit is that CISV orders totaling less than \$5000 require only one CISV quote. Orders totaling \$5000 or more require three (3) CISV quotes, two (2) of which must be HUB/small vendors, if available. A listing of eligible CISV vendors can be accessed at our web page—click on [Contracts](#) then [CISV Vendor Search](#).

10. Direct Pay/Petty Cash Use

Direct pay forms originate with end-user departments and are processed by the ACCD Accounts Payable department electronically, and therefore do not typically flow through Acquisitions. *They do not involve a requisition or purchase order.* Some items that qualify for purchase by "direct pay" are: consultant fees that total to less than \$10,000 per calendar year, conference or seminar registrations, periodical subscription **renewals** from a publisher, repair of equipment (under \$1,000 unless prior authorization from **Acquisitions** and **not under maintenance contract** by an outside service company), food service orders under \$500 from contracted catering vendors, and utilities. Authorized ACCD employee travel may also be reimbursed on an electronic direct pay. More "direct pay" info can be found at our webpage—click on [Direct Pay/Petty Cash Usage](#).



An item that is not on the approved list of Direct Pay/Petty Cash Usage, and is obtained without a purchase order is considered an **unauthorized transaction** and will become the personal financial responsibility of the person making the purchase. If there is any question or uncertainty contact Acquisitions, 208-8080 prior to proceeding with any purchase. **REMEMBER: ONLY ACQUISITIONS IS AUTHORIZED TO PLACE OR MODIFY ORDERS WITH VENDORS ON BEHALF OF ACCD OR ITS COLLEGES.**

12. Walk-In Contracts

Several ACCD walk-in contracts are available which authorize employees to make purchases up to \$250 at an eligible vendor site and receive reimbursement. For a listing of contracts, go to our web page—click on [Contracts](#), then [Walk-In Contracts](#). Employees using a walk-in contract must have the advance approval from the budget manager of funds being used, and must have the original sales receipt to apply for reimbursement (petty cash up to \$100, direct pay up to \$250).

13. Formal Bids

The legally mandated bidding process is used for purchases with commodities in the "O" aggregate category when no State or local contract exists and the commodity is not CISV eligible. This also applies when a project budget is \$25,000 or more. A "formal bid invitation" reaches the public through advertising in local newspapers, as prescribed by Texas law. To assist end-users in preparing a request for a formal bid project, the "Formal Bid Checklist" is available on Acquisition's website. See ACCD Procedures CF Local for more information.



14. Unauthorized Deliveries

Any order delivered directly to a department without the prior authorization of **Acquisitions** is considered unauthorized. These deliveries risk untimely or non-payment to vendors for the items or services provided. It is imperative that **Acquisitions** be contacted when the shipping instructions on a purchase order need to be changed, prior to delivery.

Purchase Orders that are approved for delivery directly to a department (rather than Central Receiving) will be designated by DXXXXX and have a "direct delivery form" attached to the department's copy of the purchase order.



15. Rush/Emergency Purchases

On occasion, an incident may arise that requires a rush or an emergency purchase. An easy solution to turn a rush or an emergency into an authorized order is a quick phone call to **Acquisitions**. Only **Acquisitions** has the authority to issue approval for a rush or emergency transaction and it can be done in a matter of minutes.

A **rush** purchase is defined as the purchase of supplies or services required to prevent a department from suffering financial or operational loss if supplies or services are not secured as soon as possible. For 'rush' authorizations, contact Acquisitions, 208-8080.

An **emergency** purchase is defined as one that will affect the safety or health of students, faculty or staff **or** the safety or security of ACCD property. For 'emergency' authorizations, contact Dwight Gillespie, 208-8083.

"Inadequate planning does not constitute an emergency."

Don't forget to visit our web page at:
www.accd.edu/district/purchase/home.htm



Acquisitions hopes this brochure will be beneficial to everyone involved in the ACCD procurement process. Our commitment to all of you is to provide helpful information and assistance that will meet institutional needs while maintaining strict compliance with all current laws and regulations.

Helpful Contact Information

	Phone#	E-Mail
Linda O'Nave, Dist. Director of Acquisitions & Administrative Svc	208-8089	ONAVE
Sandi Kirchner, Administrative Services Specialist.....	208-8089	KIRCHNER
Dwight Gillespie, Associate Director for Acquisitions	208-8083	DGILLESPIE
Elizabeth Alvarado, Purchasing/Contracting Specialist Requisition Inquiry & Vendor Codes, Facilitator for NVC & SAC	208-8081	PENA
Margie Regalado, Training Specialist, Requisition Entry & Approval, Facilitator for SPC & PAC	208-8082	MREGALADO
Augusto Guerra, Capital Projects Coordinator.....	208-8097	AGUERRA
Team 1: Computers, Facsimiles, AV, Electronics, Answering Machines & Photographic Supplies		
David Gonzales, Sr. Purchaser	208-8086	DAGONZAL
Bob Hale, Purchaser	208-8090	BHALE
Carla Guerra, Purchaser	208-8093	CAGUERRA
Team 2: Electrical, Custodial, Sporting Equipment Hardware, Lumber, Paint & Plumbing Supplies		
Vacant, Sr. Purchaser		
Sylvia Morgan, Purchaser	208-8094	SGONZALE
Erik Villalobos.....	208-8095	VVILLALOBOS4
Team 3: Furniture, Office Supplies & Equipment, Books, Scientific Supplies, Videotapes & Medical Supplies		
Cindy Tomlinson, Sr. Purchaser	208-8087	CTOMLINS
Macaria Duran, Purchaser	208-8091	MDURAN
Team 5:		
Deborah Campos-Leon, Sr. Purchaser	208-8150	DCAMPOS45
Vince Buzzelli, Real Estate/Construction Specialist.....	208-8083	BUZZELLI
Team 7:		
Karen Gottfried, Contracting Coordinator.....	208-8088	KGOTTFRI
Karina Pena, Purchasing Asst./Receptionist.....	208-8080	KPENA26
FAX	208-8100	