



Operating Protocol-Procedure #: 401 A-D  
Category: Fiscal  
Office of Primary Responsibility: Purchasing Department

Approval Date: 12/9/13  
Effective Date: 12/9/13  
Revised:

**Purpose** (Clearly state the rationale and purpose for this Operating Protocol)

To define the components of College purchasing for Pueblo Community College employees.

**Applicability** (Identify to whom this Operating Protocol applies)

All PCC employees.

**Definitions** (Define abbreviations, acronyms, and technical terms)

Org (abbreviated from "organization") - financial cost center against which funds are spent, encumbered, released, and accepted. Each department or office has its own unique org number assigned to it.

Ultimus - PCC workflow software for the processing of various administrative procedures within the college.

**References** (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

Colorado State Procurement Code  
Colorado State Fiscal Rules  
Colorado State Procurement Manual

**Attachments** (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

**Operating Protocol** (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

All purchases must be made in the name of Pueblo Community College on written purchase orders issued by the Purchasing Department or by P-Card and must be properly coded to the ORG number(s) to be charged. The Director of Purchasing is authorized to obligate the funds of the College for purchase of goods and services.

All formal purchasing procedures shall follow the most current version of the Colorado State Procurement Code which is available for review at <http://www.colorado.gov/cs/Satellite/DPA-DFP/DFP/1251589692533.s>:

It is a mandatory violation of the Procurement Code of the State of Colorado for anyone other than the Director of Purchasing to initiate the purchase of goods or services. Purchases enacted before the issuance of a Purchase Order, or purchases made without the benefit of an individually assigned Purchase Card (P-Card) issued by the Director of Purchasing, are not the liability or obligation of the State of Colorado or the College.

**Procedure**



#### **401-A - Requisitions**

A college purchase by Purchase Order is initiated by completing a purchase requisition through Ultimus, which is available on campus desktops. The approval(s) of this requisition will automatically route to the necessary channels dependent upon hierarchy.

Requisitions for computer hardware, software, and peripheral devices must be approved by the Director of Computer Services prior to submittal in the Purchasing office.

Purchases funded by Grants must be approved by the Grant Compliance Officer prior to submittal in the Purchasing Office and must be accompanied by a Grant Expenditure Compliance Form available through the PCC Portal (Portal>Forms>Grants>Grant Compliance Management Procedure> Grant Expenditure Compliance Form). The requisition will automatically route to the grant Compliance Officer in Ultimus. Attach the form before sending.

#### **401-B - Purchase Orders**

After the receipt of the approved Requisition, the Purchasing Office will create a Purchase Order, which is sent to the supplier to place the order. The Purchasing Office is the only office on campus authorized to initiate purchase orders. It is a violation of Colorado Procurement Code to procure goods and services without a previously issued Purchase Order.

If, during the creation of the Purchase Order, the Banner System alerts the Purchasing Office or the Director of Purchasing discovers that there are "Insufficient Funds" in the org, the Purchasing Office will not issue a Purchase Order. The Director of Purchasing will contact the initiator of the requisition and the approving level administrator and inform them of the problem. If funds are transferred to cover the purchase, or if an alternate funding source is identified, the Purchase Order will be completed. If funds are not transferred to cover the purchase, the Purchase Order will be cancelled.

Orders that are for one-time single-order goods or services are referred to as Regular Purchase Orders. They require the initiator to report receiving following the receipt of the goods or services and that the supplier provide an invoice.

Orders that are revolving and continuous and will be made for goods or services on a multiple basis during any given fiscal year are referred to as Open Purchase Orders. They require that the initiator report receiving and that a supplier provide an invoice. It is recommended that orders of this type be considered in lieu of continuous P-Card use.

#### **401-C – Receiving**

Receiving is a process whereby PCC employees who receive shipments of goods or witness the completion of services rendered on PCC's behalf inform Accounts Payable and the Purchasing Office of the completion of an order and the necessity to pay a supplier.

All items shall be physically received by the PCC Mailroom from the delivery courier. Non-computer related goods shall be recorded and delivered to the appropriate PCC employees who initiated the order. Computer related goods shall be delivered to the PCC Information Technology Department.



The formal reporting of the successful receipt of goods and services must be completed in a timely manner to insure prompt payment.

Items ordered by P-Card do not need to be formally reported as "received."

***Receiving - Non-Computer Related Goods***

Receiving of non-computer related goods is conducted through the PCC Mailroom. Upon receipt of non-computer related items, the recipient must inspect the shipment to verify that all item(s) are included, are undamaged, and of their accuracy as stated on the Purchase Order.

Upon successful receipt of the items, the employee to whom the items were delivered must e-mail "PCC, Receiving (US Mail)" stating that all items have been received, denote the Purchase Order number used to order the goods, and verify that the invoice is ready for payment. Completion of the formal report of receiving must be done within three (3) days.

Upon receipt of the formal report of receiving, the PCC Receiving Dept. will complete the proper process necessary to release the invoice for payment.

***Receiving - Computer Related Goods and Services***

Receiving of computer related goods and services is conducted through PCC Information Technology.

Receipt of computer related items will be verified by the PCC Information Technology (IT) Department whereby the items in question will be checked against the related Purchase Order. The IT Department will verify that all item(s) are included, are undamaged, and of their accuracy. Upon successful receipt of the items, the IT department shall complete the proper process necessary to release the invoice for payment. Distribution of the items in question to the individuals ordering the items shall be completed by the IT Department.

***Receiving - Services***

Upon the completion of services performed on behalf of Pueblo Community College, the individual who initiated the order of the service shall e-mail "PCC, Receiving (US Mail)" stating that all services have been rendered, denote the Purchase Order number used to order the goods, and verify that the invoice is ready for payment. Completion of the formal report of receiving must be done within three (3) days after physical receipt of the order by the requestor.

**401-D – Invoicing**

All invoices for Purchase Orders must be forwarded to the Accounts Payable section of the College's Fiscal Operations Office.