

Purchasing Process Update

Effective December 1, 2021

Changes have been made to the approval/signature thresholds for our Purchasing Process as follows...

There are many outdated forms currently being used. Please discard your old saved versions and use these forms only going forward.

These forms are available in **mySiskiyous** under **Employee > Budget and Finance**.

If you are unsure about any part of the process, or have questions about the forms or approvals, please contact Business Services prior to submission.

What has changed...

Pre-approval threshold for purchases over \$500.00 for the following:

Approval via email from Administrator and VP of Administrative Services must be obtained before a purchase is made.

- **Payment Voucher** (for purchases when using a Purchase Request is not feasible)
- **Credit Card** (including Cal Card and District Credit Cards)
- **Non-recurring Blanket POs** (i.e. Solanos or other non-recurring supply/service vendors)

Email must be attached when submitting invoice for payment.

Signature thresholds for Payment Vouchers after purchase is complete:

Must attach pre-approval email for purchases over \$500.00 when submitting invoice for payment

Signatures required for purchases up to \$2,000

- Person Completing the Form (Requester which could be the budget manager)
- Budget Manager/Administrator
- Area Vice President

Signature required for Purchases over \$2,000

- Person Completing the Form (Requester which could be the budget manager)
- Budget Manager/Administrator
- Area Vice President
- Vice President of Administrative Services

Signature required for Purchases over \$10,000

- Person Completing the Form (Requester which could be the budget manager)
- Budget Manager/Administrator
- Area Vice President
- Vice President of Administrative Services
- Superintendent/President

Signature thresholds for Purchase Requests:

Signatures required for purchases up to \$2,000

- Person Completing the Form (Requester which could be the budget manager)
- Budget Manager/Administrator
- Area Vice President

Signature required for Purchases over \$2,000

- Person Completing the Form (Requester which could be the budget manager)
- Budget Manager/Administrator
- Area Vice President
- Vice President of Administrative Services

Signature required for Purchases over \$10,000

- Person Completing the Form (Requester which could be the budget manager)
- Budget Manager/Administrator
- Area Vice President
- Vice President of Administrative Services
- Superintendent/President

Other Purchasing Process Reminders...

1. All **Travel Requests** require pre-approval (Use the top section of the form to request pre-approval prior to travel; forms located in Business Services)
2. All **Cal Card Statements** must be signed by the VP of Administrative Services (Must attach pre-approval emails for purchases over \$500, when submitting statement for signatures)
3. All **Budget Change and Expense Reclass** forms must be signed by the VP of Administrative Services.

What purchasing documents should I attach when submitting invoices for payment...

- Purchase Requests, Pay Vouchers, Cal-Card Statement and receipts, Budget Changes, Expense Reclasses
- Quotes, Invoices, receipts, etc.
- Email pre-approvals for Pay Vouchers, Cal Card/Credit Card, and non-recurring Blanket PO purchases over \$500.00.
- Budget print out
 - Banner Self Service Budget Query
 - or
 - FGRBDSC Report from Banner 9 PROD
- W-9 if new vendor