

# NON TAX LEVY PROCUREMENT PROCESS

Procurement means acquiring goods and/or services from an outside source

It is our mission to:

Acquire goods and services on a timely and economical basis

Insure compliance with all University regulations during the procurement process

Provide assistance, consultation, and advice regarding all procurement needs of your Department



# Purchasing Assistance

- Purchasing provides assistance with:
  - ✓ Saving your department money
  - ✓ Sourcing assistance
  - ✓ Creating efficiencies
  - ✓ Upholding University policies and procedures



# Purchase Requisition

- ✓ Purchases up to \$99,999 require a Request For Quote
  - \*\*Dept. Must provide at least one quote for all requests\*\***
- ✓ Purchases up to \$500.00 – The department *may* submit 3 quotes to expedite the procurement process
- ✓ Purchase valued at \$100,000 or more requires a formal bid process



## NON-TAX LEVY PURCHASE REQUISITION

**FIORIELLO H. LAGUARDIA COMMUNITY**  
31-10 THOMSON AVENUE, LONG ISLAND CITY, NY 11101

DATE	ACCT. NO.

1



### NON-TAX LEVY PURCHASE REQUISITION

**FIORIELLO H. LAGUARDIA COMMUNITY**  
31-10 THOMSON AVENUE, LONG ISLAND CITY, NY 11101

Vendor Federal ID \_\_\_\_\_

DATE	ACCT. NO.

Community College

VENDOR	DELIVER TO	DISPATCH TO
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	COST
<b>TOTAL FOR THIS REQUISITION</b>				

2

This Is Not

ATTACH 3 WRITTEN QUOTATIONS FOR  
VENDOR SELECTION IF T

SOLE VENDOR

Check here for orders contain  
Safety Data Sheets will be re

3

<p>Prior to placing this order, I have made efforts to obtain the lowest price for these goods within my delivery requirements, and I have found the above vendor to offer fair and reasonable conditions.</p>	<b>COMMENTS</b>		
PROGRAM DIRECTOR/REQUESTOR: _____	PHONE _____	DATE _____	FOR FURTHER INFORMATION CONTACT AND PHONE NO. _____
			FISCAL APPROVAL _____ DATE _____

# Purchase Requisition Line Descriptions

**GOODS**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	COST
KLT-4B	Handbook: Women & Breast	50	\$ 0.99	\$ 49.50
BC-175	Pocketpal: What Everyone should know about breast Cancer	50	\$ 0.59	\$ 29.50
NT-4623	Brcit Assort Breast Cancer	2	\$ 49.50	\$ 99.00
GN-4200	Embroidered Butterfly Ribbon	2	\$ 8.99	\$ 17.98
KIM-10	Shower Card Breast	50	\$ 0.79	\$ 39.50
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
<b>TOTAL FOR THIS REQUISITION</b>				\$ 195.98

# Can I Request Food?



- Catering purchases must be submitted 7 business days prior to the event, and require the following items:
  - ✓ Catering Form must be signed by MBJ if using an outside vendor the vendor quote must be submitted
  - ✓ Agenda or Flyer
  - ✓ List of Attendees

# HOW TO EXPEDITE PURCHASE REQUISITIONS FOR PROMOTIONAL ITEMS



# Contracts

## ➤ WHICH CONTRACT SHOULD I USE?

❑ There are only two Contracts that should be used

1. The Performance Service Agreements Contract ( [Foundation](#) or [Other Entities](#)) is typically used to hire individuals or artistic companies that will give a performance such as music, dance, DJs, comedy, speech, etc.
2. [Independent Contractor Agreement](#) is typically used with consultants and other contractors who will perform a service for the college.

**All contracts must be reviewed by Accounting prior to submission for Executive Director of Finance and Business approval.** Furthermore, all contracts must be fully executed **prior to services being rendered.**

**Note: Full time faculty and staff cannot be an independent contractor.**

These forms can be access from: <https://www.laguardia.edu/Business/Forms/>





# Contracts Checklist

30 days prior to Service the first 6 items on the checklist must be completed

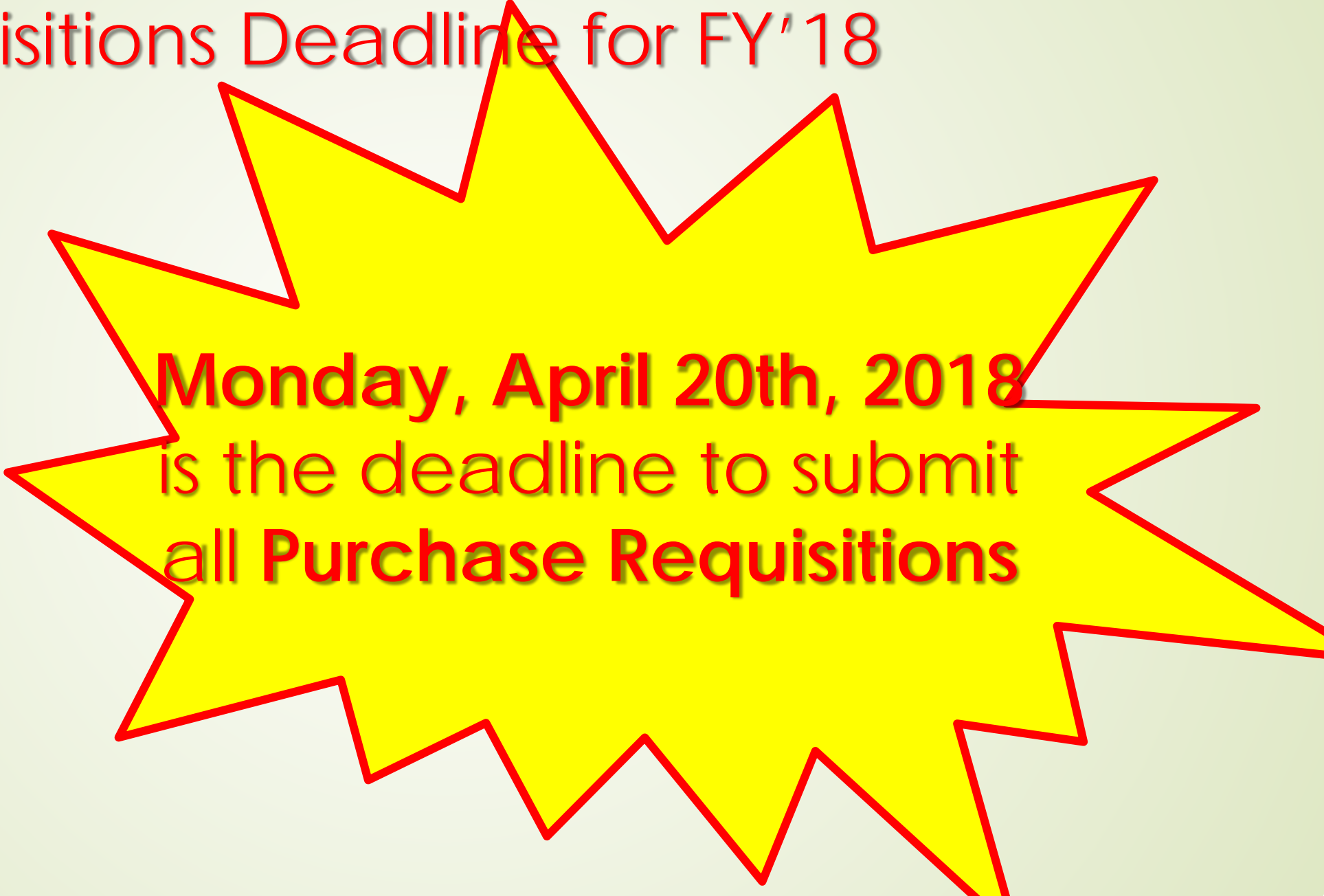
- Original contract by the performer
- W-9 attached and signed
- Scope of Work
- Resume or Bio
- Event Flyer
- Contract must be initialed by Department authorized signatory
- Contract executed by the Business Office, signed by Executive Director of Finance & Business
- Invoice submitted by vendor/performer after services rendered

# Scope of Work

- ✓ Should describe the work to be performed by the contractor
- ✓ Outline the objectives and accomplishments to be achieved
- ✓ Include a time line for all deliverables



## Requisitions Deadline for FY'18



**Monday, April 20th, 2018**  
is the deadline to submit  
**all Purchase Requisitions**

# For Additional Information

Accounting Office  
Location: E-413

Phone: 718.482.5515

Visit our website:  
<http://www.lagcc.cuny.edu/business-office/accounting>

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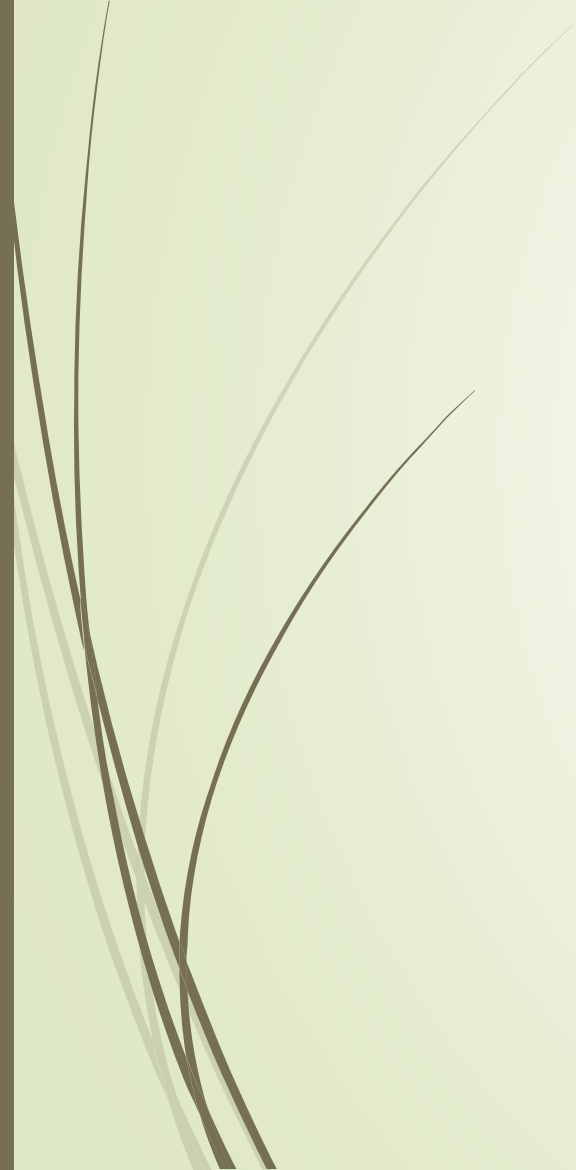
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Q&A

Thank you for Attending.

