



DARE TO DO MORE

Community College

**Office of Finance and Business
Policies and Procedures Compendium**

Non-Tax Levy Procurement Process

Related Department(s):

Accounting

Contact:

Business Office/ Accounting Department

718-482-5509

Last Modified:

02/06/2017



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LaGuardia Community College Non Tax Levy Procurement Process



All forms can be found on the Business Office Website:

<https://www.laguardia.edu/business-office/>

RED = Department Responsibility Grey = Business Office Responsibility

Requesting Department: consult with Purchasing Department for assistance with vendor selection & bidding (if necessary).

- 1) Complete Purchase Requisition
 - a) Goods - attach at least one quote
 - b) Food Purchase - attach Flyer/Agenda and list of attendees
 - c) Contracts should be signed by vendor and include the following:
 - i) Scope of work with payment schedule
 - ii) Resume or Biography
 - iii) W-9
 - iv) Flyer/Agenda of event
 - d) **Travel – Must be submitted to the Business Office 30 days prior to travel date.** Attach Centralized Travel Form and/or CUNY Off-Campus Student Travel Approval Form along with conference registration, transportation, and lodging documents.

All Requisitions must indicate the budget account number and be signed by the Requestor and the *Authorized Signatory on the account

*Authorized Signatory is the person authorized to spend funds allocated within an earmarked area, program, or department.

All Purchase Requisitions are reviewed by Purchasing and the college reserves the right to verify pricing and/or request additional pricing from other vendors

- 2) Requisition with proper signatures goes to Accounting Office E-413.

Accounting Department: verifies requisition and supporting documentation for accuracy. A **Purchase Order** is generated and issued as follows:

- 1) File Copy for Accounting
- 2) Department Copy
- 3) Vendor Copy
- 4) Receiving Copy

Contracts will be reviewed by Accounting and submitted to Executive Director of Finance and Business for signature. Accounting will send a copy to the Department and the Vendor.



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****Vendor sends the goods to the department and the invoice to the Business Office****

Requesting Department:

- 1) Verifies the shipment against the packing slip and PO Department Copy.
- 2) Department Director/ Requestor signs PO Receiving Copy and attaches the following Items:
 - a) Invoice From Vendor
 - b) Attendee List (If Related to food)

For Non-PO purchases the Department creates a Payment Request and attaches the following Items:

- a) Invoice From Vendor*
- b) Flyer/Agenda, and Attendee List (If Related to food)*

***All Payment Requests must indicate the budget account number and be signed by the
*Authorized Signatory on the account***

****Authorized Signatory is the person authorized to spend funds allocated within an earmarked area, program, or department.***

Accounting Department: verifies Receiving Copy/Payment Request and supporting documentation for accuracy. A **check** is generated and mailed to vendor.

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ADDRESS: 31-10 Thomson Avenue
Long Island City, NY 11101

PHONE: 718-482-7200
WEB: www.laguardia.edu

