

EMILY GRIFFITH TECHNICAL COLLEGE
Business Services Office
Purchasing Policies

***NOTE:** As part of the Denver Public Schools, EGTC must follow all of the district's purchasing policies.*

EGTC uses smartsheet® for all orders and travel requests! It is a nearly paperless process. See the "Quick Reference Guide - Order Request Process using smartsheet®" for more information.

Business Services Role

- Review requests for compliance with DPS board policies and State & Federal purchasing guidelines for public funds, both from tax payers and from other government agencies. As a note, all EGTC funds are considered public funds. The main test under [DPS School Board Policy DK-R](#) requires that every expense is reviewed for propriety based on specific criteria.
- BSO staff approves compliant requests at the end of the day on Tuesdays and Thursdays.
- Then BSO's works with DPS Purchasing and EGTC staff to purchase all approved items. The goal is to purchase on the Visa or request a PO from DPS the day after approval. However, the timeframe is contingent on the volume and type of requests.

Purchasing Policy

Submit order requests in Smartsheets. Once your request is fully approved, BSO will order items on a school Visa or request a purchase order from the Denver Public Schools using the DPS guidelines.

- **School/Office Supplies** - the main supplier for basic school and office supplies is EON. The Operations team will order standard supplies and keep them stocked on campus at 1860 Lincoln. Designated representatives at other locations have access to do the same. If items need to be ordered, please see Katica Terzic. In most cases, supplies are delivered by EON the next day. If another vendor is desired or item is not available through EON, the regular purchasing policy process is followed via smartsheet® and the same approval process will apply.
- **Visa** - \$10,000 and under are allowed by DPS. Common items that cannot be purchased on a DPS Visa are computers, software, and international payments.
- **Purchase orders (PO)** – 10,001 and above - if the items you are requesting cannot be ordered on our DPS Visa, the BSO will work with DPS's Strategic Sourcing department to get a purchase order created. Purchasing has a 3 day turn around but might be a few more days depending on the dollar amount and service/product being purchased. If the request is over \$10,000, 2 quotes are needed.

Open Purchase Order (a.k.a. Draw-down/Blanket PO) - if you plan to purchase from the vendor on a continuous basis, you can request an open PO for the school year. An example would be Napa Auto Parts. We can create an open PO for the budgeted/expected amount for auto parts for the school year. The instructor then places orders as needed and provides the packing list or invoice to Business Services. Many of our open POs need a sole source justification due to the total expense.

Single/Sole Source Justification Form – required by DPS for purchases of \$10,000 or more if we have a particular vendor that we want to use (and no bid has been done by

DPS). DPS often updates the form, so please make sure you are using the current one by visiting [The DPS Commons](#) (look under Form, General Purchasing).

- **Request for Proposal** (a.k.a. as a bid) required for all purchases over \$250,000. Contact EGTC Business Services for further information.

Emergency/Expedited Purchase and Repair Requests – If there is a need to expedite a request, please email the Business Office with an explanation for the need to expedite. The Business Office will expedite the purchase or repair to meet the needs of the college as allowed by the policies herein.

Contracts/Agreements – Only the Executive Director, Senior Director of Finance and Operations, and the DPS Legal and Strategic Sourcing have the authority to sign contracts, agreements, terms & conditions, and other documents that obligate EGTC in any way, even when there is zero dollar value to the contract. All contracts/agreements must be reviewed by DPS Legal. If you have a contract/agreement associated with a purchase, you need to work with the Business Office to get the contract reviewed and approved by DPS. This can take 2 months or more.

School/Office Supplies - 1860 Lincoln location - EGTC stocks common school/office supplies at our 1860 Lincoln Street location. For other locations (Trades & Industry and Distance Learning), these supplies are provided by EON. A Staff member at each of our satellite locations has access to order directly from EON's website. Once the order is requested in EON's system, the Business Services Office receives an automated request to approve the order. In most cases, supplies are delivered by EON the next day.

Independent Contractor Agreement (ICA) - if you want someone to provide a service for the schools, you must have an ICA approved by DPS **before** the service begins.

- Common examples of ICA services are speakers, consultants and sign-language interpretation. An ICA can be with a company or a person.
- Contractors are required to have a background check done prior to ICA approval if they will have any student contact.
- Please see the steps
- More information on the ICA process is available on [The DPS Commons](#).

Food purchases for non-student meals – In general, you may not purchase food for employees unless your request falls within the allowable categories. The categories are laid out on the form used to request food. All food purchase requests must include an agenda and list of participants.

Employee reimbursements, including mileage – with prior approval from their supervisor, employees can purchase items and seek reimbursement. In addition, if required to drive off-site for work, employees can request mileage reimbursement. Complete the DPS Employee Reimbursement request through Oracle. These reimbursements are paid by DPS via direct deposit. Please note that you cannot be reimbursed for any taxes that you paid, other than hotel taxes.

- You will need a valid account code. If the reimbursement is part of a travel request, your account code will be in the Dynamic View of smartsheet®. In other cases, email ap@emilygriffith.edu
 - Include legible receipts!
 - Per DPS, mileage reimbursement to/from the airport must be calculated to/from your work location.

Membership fees – EGTC does not pay individual membership dues to professional organizations. The only exception is a membership fee that provides a discount on a purchase/conference that exceeds the amount of the fee.

Certification fees – EGTC will pay a certification fee that is required for a position if it is not a requirement for hire.

Employee gifts and recognition – gift to employees are prohibited by [DPS School Board Policy DK-R2](#).

Gift cards for students – Per [DPS School Board Policy DK-R2](#), student gift cards can be purchased as incentives or awards but cannot be used to incentivize attendance and cannot be valued greater than \$20 per student. Gift cards can only be purchased on a District Visa.