Overview of Procurement Process

February 28, 2025

Contents

Procurement Guidelines

- SMALL PURCHASES (LESS THAN $5,000)

  Small, consumable items may be made by purchase requisition without quote or bid process.

- INFORMAL QUOTES ($5,000-$114,800)*

  Three written quotes are required for any goods or services. A District purchase order will be sent to the awarded vendor.

- PUBLIC BIDDING (>$114,800)*

  Formal bidding is required for any goods or non-professional services with the exception of authorized sole source, emergency procurements, and where otherwise permitted by law.

*The amounts of the contract bid threshold annual adjustment commences every January 1st

RESOURCES:

How to do Business With Napa Valley Community College District

https://www.napavalley.edu/about/administrative-services/business-finance/documents/howtodobusiguide.pdf

NVCCD Procurement Guidelines

https://www.napavalley.edu/about/administrative-services/business-finance/documents/procurementguidelinesnvccd.pdf

Quote Recapitulation Form
https://www.napavalley.edu/about/administrative-services/business-finance/documents/quoterecapitulation080819.pdf

New Vendor Set-Up

“New vendors must properly complete the most current IRS Form W-9 prior to the District preparing a Purchase Requisition. Prospective vendors should submit their complete and current IRS Form W-9 directly to the Business & Finance Office who will review for completeness. If a prospective vendor fails to properly complete an IRS Form W-9, then the District will not register the prospective vendor in NVC’s purchasing system until the District receives a complete and current IRS Form W-9.”

- Submit a complete and signed W9* form & “Vendor Application” to the Business & Finance Office
  Email: john.martinez@napavalley.edu

  **From the date signed, W9 forms are valid up to 3 years, unless information (name, address, SSN/EIN number) has changed, then a new W9 form must be submitted sooner.*

- Business & Finance Office will set-up the vendor and issue a Vendor I.D. #.

RESOURCES:

W9 Form https://www.irs.gov/pub/irs-pdf/fw9.pdf

Vendor Application – https://www.napavalley.edu/about/administrative-services/business-finance/documents/vendorappformfillable.pdf

How to do Business With Napa Valley Community College District

https://www.napavalley.edu/about/administrative-services/business-finance/documents/howtodobusiguide.pdf

New Vendor Set-Up – W9 Form

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II **Certification**

Under penalties of perjury, I certify that:

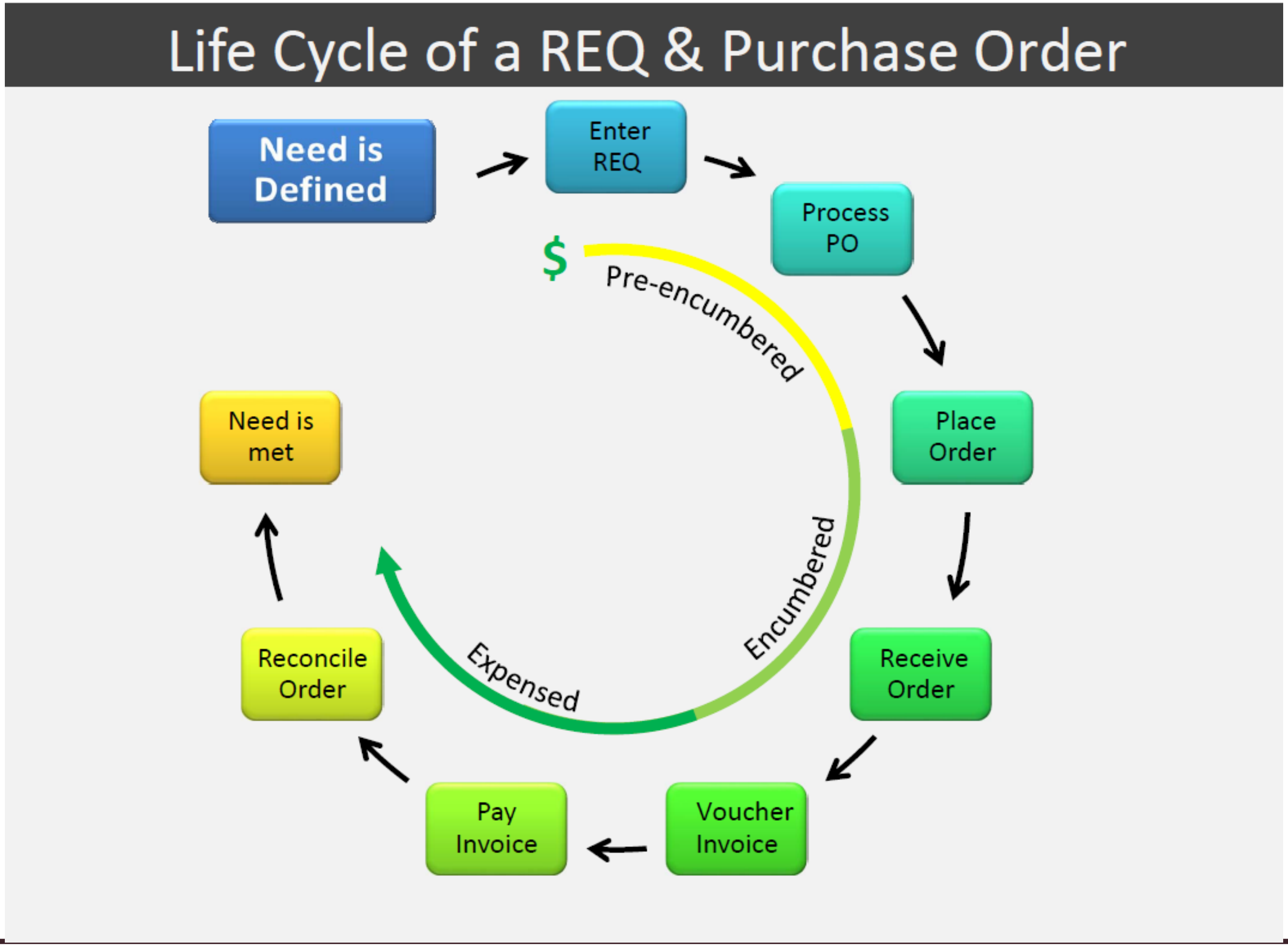
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ►** **Date ►**

NOTE: If it is an SSN, an ICA is required.

Requisitions



Requisitions - Quote vs. Statement vs. Invoice

The CUSTOMER is responsible to work with the vendor (i.e. current W9 form; update Customer contact info; billing questions, etc.)

- QUOTE - a document that a seller provides to the buyer of goods or services at a stated price under specified conditions before committing to the purchase. Quotes are uploaded at time of submission of requisition through Self-Service.

  FILE NAME FORMAT: REQ #, Vendor Name, Date on Document (i.e. REQ0000000 Tractor Supply 081423)

- STATEMENT – a current report showing the customer's account status reflecting payments already made and outstanding invoices.

- INVOICE – relates to money owed on account for specific or multiple transactions to the business or service provider. A hardcopy of the invoice (NOT ACCEPTABLE – quote, sales order, packing slip, etc.) will need to be forwarded to Accounts Payable with "Okay to Pay", Signature, and current P.O. # directly on invoice.

RESOURCES:

Document: **"Submitting a Vendor Invoice to Business Office"** (Microsoft Teams: NVC Budget Center Managers & Admins – General – Administrative Assistant Training-Resources Docs – Submitting a Vendor Invoice to Business Office-Role of Budget Center Staff.pdf)

Requisitions - BPO vs. PO

- BPO (Blanket Purchase Order) – for a recurring expense.
    - Suitable for recurring purchases with the same vendor where a continuous need exists. It is an estimated amount for the fiscal year.
    - Can use this BPO# throughout the year to submit payment for a recurring expense
    - Most requisitions for BPOs are submitted at the beginning of the fiscal year (July 1)
    - Responsible for closing the BPO at the end of the fiscal year (by June 30)

- PO (Purchase Order) – for a one-time expense or specific event/travel.
    - Used for short-term or one-time purchases to fulfill a specific order
    - Once payment has been issued the PO is automatically closed and cannot be used again

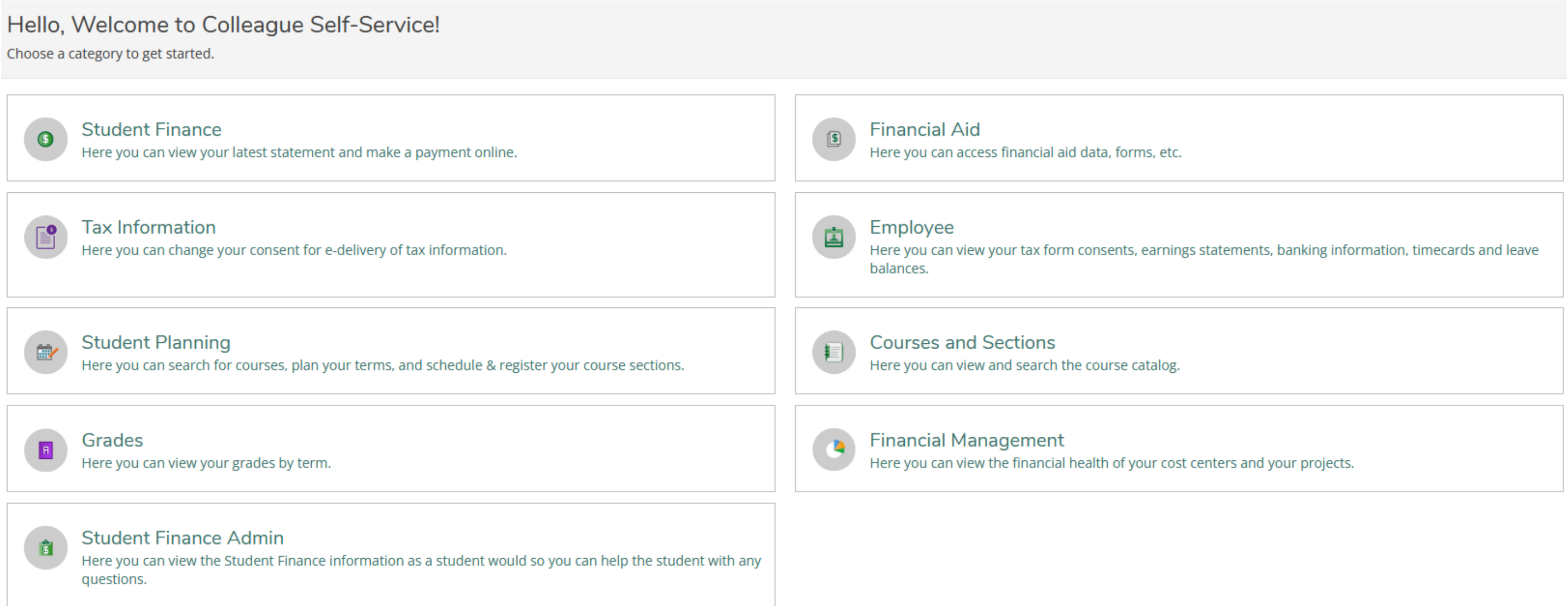
NOTE:

Once requisition becomes a BPO or PO, double-check that it begins w/ "B"### for BPO or "P"### for PO.

If not, please reach out to John Martinez john.martinez@napavalley.edu to make correction.

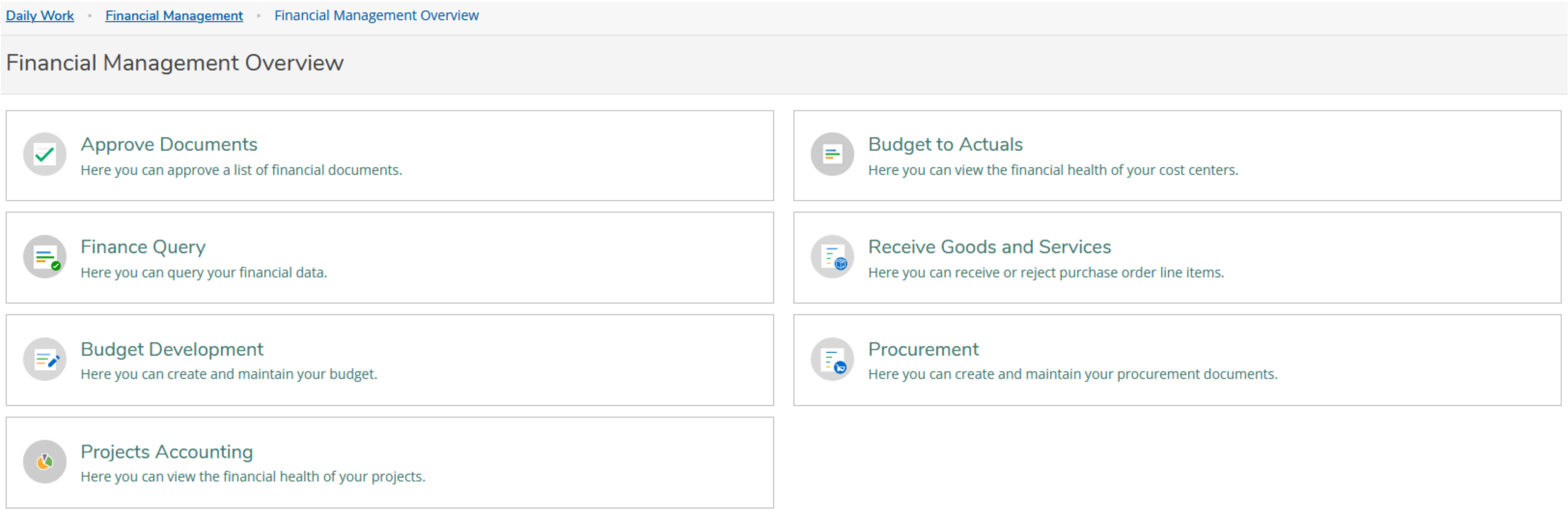
Requisitions - Create

Self-Service



Requisitions - Create

Self-Service



Requisitions - Create

Self-Service

NOTE: When submitting for the next fiscal year prior to July 1st – CHANGE DATE to "7/1/xxxx

Document Type *

Requisition

Requisition Date *

8/14/2023

Approvers | Approval Date

Next Approvers

Next Approver Lookup

Initiator

Initiator Lookup

Confirmation Email Address *

xxxx.xxxx@napavalley.edu

Add email addresses separated by commas

Printed Comments

Msg. to Vendor, but also work w/ your assigned A/P staff person for further clarification

NOTE: If this is for a **BPO** – make sure to state **"Blanket Purchase Order FY 24-25"**

Ship To *

01 Napa Vly College Main Campus

Desired Date

8/28/2023

Internal Comments

Brief summary of purchase and what it is for. NO msgs. to staff member. Reach out to staff member directly by email or phone.

Vendor ID

Vendor Lookup

Best to use Vendor I.D. #

Confirm vendor w/ John Martinez

john.martinez@napavalley.edu

AP Type

AP11 AP GENERAL FUND-UNRESTR

NOTE: Travel & Pcard use a different AP Type.

Tax Code 1

ST Sales Tax

Tax Code 2

None

Sales Tax:

YES for tangible items

NO for services or BPOs

Tax Code 3

None

Requisitions – Budget Code String & Definitions

For **NEW** or to **CONFIRM** budget code, schedule mtg. w/ Controller.

FUND*	ACTIVITY	PROGRAM	OBJECT NO.	BUDGET CENTER/LOCATION
XX (2-digit) (A)	XXXXXX (6-digit) (B)	XXXX (4-digit) (C)	XXXXX (5-digit) (D)	XXXX (4-digit) E)
SAMPLE 11 Unrestricted *or* 12 Restricted	655000 Grounds Maint. & Repairs	9999 General Unrestricted	55672 Upkeep of Grounds	330(3) Facilities Planning & Services (UVC)

(A) **FC – FUND** A two-character code used to differentiate between the District's accounting funds.

(B) **ACTIVITY** A six-character code representing the instructional activities defined in the Chancellor's Office Taxonomy of Program (TOP). It also designates the administrative and support activities of the District. This field is used for the required state level reporting by activity and object set forth on form CCFS311.

(C) **PG – PROGRAM** A four-character code used to identify different special programs/projects in order to meet state, federal, and internal reporting requirements. It also designates the funding source of the programs.

(D) **OBJECT OF EXPENDITURE** A five-character code representing the general ledger class and the object of expenditure (revenue, assets, liability, and fund equity categories) prescribed by the Budget and Accounting Manual for California Community Colleges. The first character identifies the General Ledger class; the next two characters conform to state codes; and the last two characters provide additional detail for internal use.

(E) **BUDGET CENTER** A four-character code representing the various organizational units of the District. The first character represents the major division of organizational units; the next two characters identify the cost centers within each major division and the fourth character identifies the location associated with each budget center.

Requisitions - Create

Self-Service

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price	

New Item

Description *

Vendor Part

Quantity *

Unit

None

Price

Extended Price

$0.00

GL Account *

Search by GL Account...

Project

None

Quantity

0.000

Percent

100.000

Amount

0.00

Add GL Account

Cancel

Add Item

Cancel

Save

DO NOT summarize items into one line item.

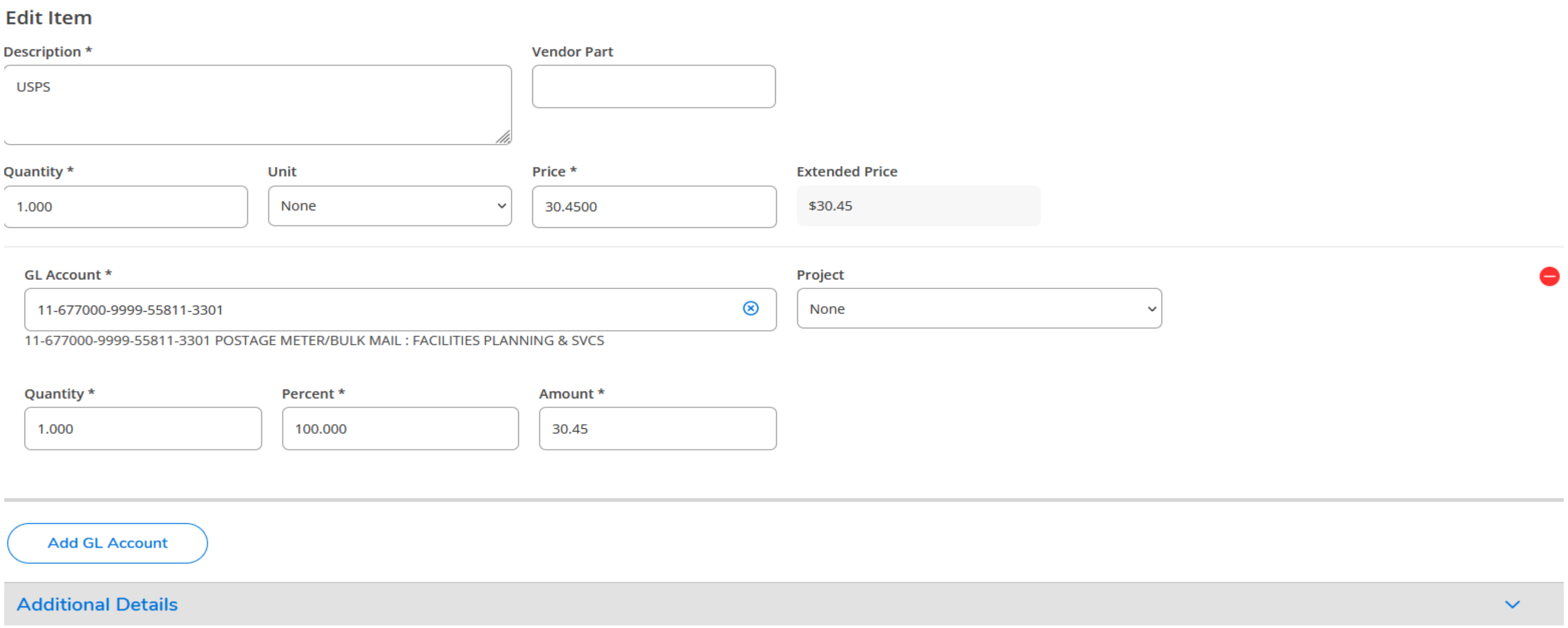
MUST match to source document by entering each item listed.

GL Account:
For new or to confirm budget code, contact Budget Analyst.

Requisitions – Edit Line Item (Modifying Sales Tax)

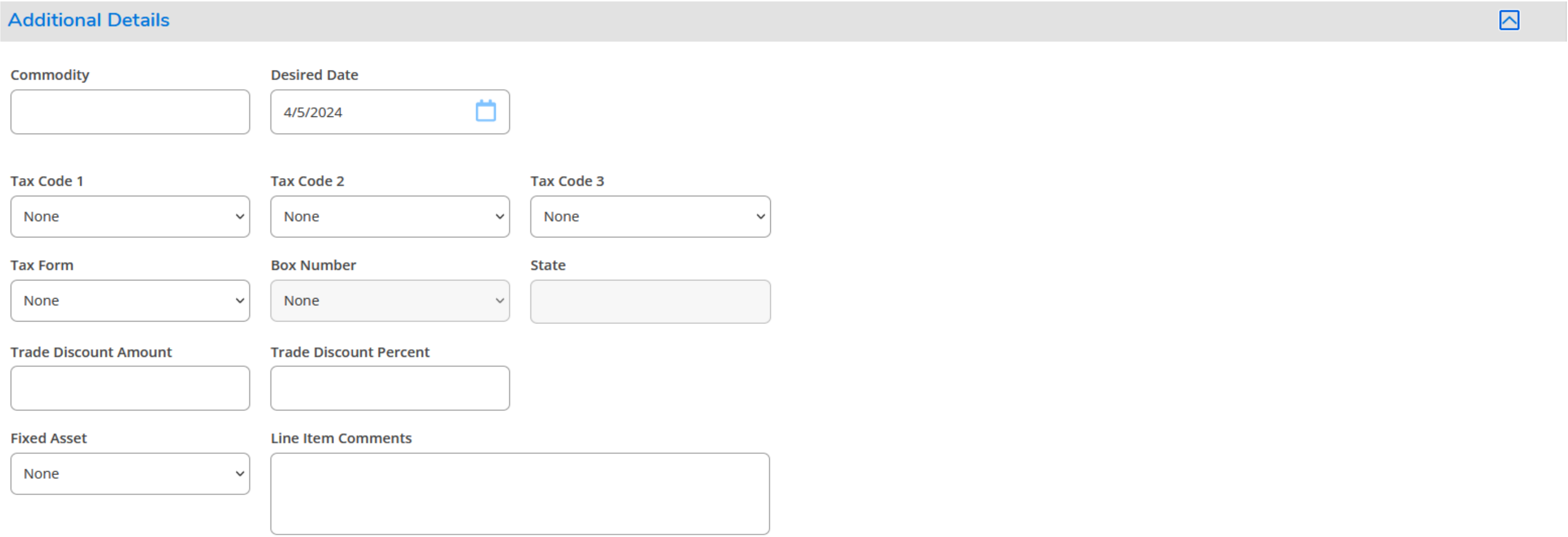
Self- Service – Modifying Sales Tax for a Specific Line Item

Once you submit the requisition; go back into edit mode and click on the line item to be edited. Then click on the drop-down arrow located on the “Additional Details” line.



Requisitions – Edit Line Item (Modifying Sales Tax)

Under “Additional Details” you can change the sales tax status for the specific line item.



Click “Update Item” & “Save”

Requisitions - View

Requisition Status

- Not Approved – awaiting approval tree (prompt next in line approver to approve requisition)
- Outstanding – awaiting review and P.O. creation
- PO Created – requisition has been created to a PO #

MUST do periodic checks on status to follow-up on requisition process.

Purchase Order Status

- Outstanding – awaiting receiving and invoicing
- Accepted – items have been received
- Invoiced – invoice has been received and voucher to pay has been created by Accounts Payable
- Paid – check has been issued
- Reconciled – check related to this has been reconciled within Colleague once cleared with bank
- Closed – P.O. has been closed
- Void – PO. has been voided

Payment Submission

This will help Accounts Payable when it comes to issuing payments in a timely manner.

- Need hardcopy of "Invoice" (NOT ACCEPTABLE – quote, sales order, statement, etc.) to Accounts Payable with "Okay to Pay", Signature, and P.O. # directly on invoice. If you have a packing slip – attach to matching invoice.

  NOTE: if submitting several invoices from same vendor - make sure to group all invoices together from same vendor, instead of a mixed pile of invoices from various vendors.
- Footnotes - Attach (if needed) to explain documentation
- BPO/PO – Attach a copy as the last page of document
  NOTE: double-check that it begins w/ "B" for BPO or "P" for PO. If not, please reach out to John Martinez john.martinez@napavalley.edu to make correction.
- Staple all documents together (NO PAPERCLIPS)
- Submit documents to Accounts Payable

Increasing Existing BPO/PO Amount

- Notify Budget Center Manager

- If there are **Sufficient Funds** and an existing BPO/PO needs to be increased, the Budget Center/Grant Manager will need to:
    - Email John Martinez john.martinez@napavalley.edu with **BPO/PO #** to request increase.
    - Existing BPO/PO will be updated with approved request and an updated copy of the BPO/PO will be forwarded to requester.

- For **Insufficient Funds** in the existing G.L. account being used, the Budget Center/Grant Manager will need to:
    - Make a budget adjustment through Self-Service before requesting to increase BPO/PO.

Reminders . . .

“Plan accordingly and allow ample time by being proactive.”

Requisitions

- Submit Requisition
- Upload Support Documentation REQ #, Vendor Name, Date on Document (i.e. REQ0000000 Tractor Supply 081423) in Self-Service
- After approval tree – will be reviewed and BPO/PO will be created

Payments

- Submit in order: (1) Hardcopy of Invoice; (2) footnotes (if needed); (3) and a copy of BPO/PO
- Staple all documents together (NO PAPERCLIPS)
- Submit to Accounts Payable

NEW Fiscal Year Blanket Purchase Orders (BPO)

- Submit requisitions for BPOs once email notification is sent out by Controller or Business & Finance Office
- Review vendor transaction history to determine estimate amount for new fiscal year
- When creating requisition prior to July 1st – CHANGE DATE to “7/1/xxxx”
- Make sure in Printed Comments that it states “Blanket Purchase Order FY 24-25”

RESOURCES:

Document: **“Life Cycle of a REQ & Purchase Order”** (Microsoft Teams: NVC Budget Center Managers & Admins – General –Administrative Assistant Training-Resources Docs – REQ PURC-PO-Lifecycle-to update v02-16-2023.pdf