Accounts Payable
College Purchasing Procedures

Who may order goods and services?
 Departments may order goods and services via: (1.) College purchasing card (p-card); or (2.) under an existing blanket purchase order.
 All other goods and services are ordered by the College's Purchasing Department via a purchase order issued by the Purchasing Department.

Who needs to approve my requisition?
 A requisition is approved based on its total dollar amount and the GL fund type used.
 Special funds require additional approvals per fund type and fund code.
 All requisitions must contain the appropriate GL account code(s) for the purchase.

<table>
<thead>
<tr>
<th>Requisition Amount</th>
<th>Must Be Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01 to $10,000.00</td>
<td>Directors, Deans, Managers, Other Supervisors</td>
</tr>
<tr>
<td>$10,000.01 to $25,000.00</td>
<td>Campus Presidents, Vice Presidents, Executive Directors</td>
</tr>
<tr>
<td>Over $25,000.00</td>
<td>College President</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Fund Code(s)</th>
<th>Must Also Be Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>21, 24, 26</td>
<td>Jana Irvine</td>
</tr>
<tr>
<td>SGA</td>
<td>23, 64</td>
<td>Teshia Minnifield</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>14</td>
<td>Rhonesia Dennard</td>
</tr>
<tr>
<td>Unexpended Plant Funds</td>
<td>71, 72, 73, 74, 76, 77</td>
<td>David Cabeceiras, Sandra Colon</td>
</tr>
</tbody>
</table>

What are the quote and bid thresholds?
 All products and services over $5,000.00 must be coordinated in advance with the Purchasing Department regardless of exempt or non-exempt status. (Grant Funds are no exception.)

<table>
<thead>
<tr>
<th>Requisition Amount</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01 to $5,000.00</td>
<td>Buyer's Discretion to Obtain Best Value</td>
</tr>
<tr>
<td>$5,000.01 to $25,000.00</td>
<td>Three (3) Written Quotes</td>
</tr>
<tr>
<td>Over $25,000.00</td>
<td>Competitive Solicitation &amp; Public Advertisement</td>
</tr>
</tbody>
</table>

When do I need to complete a check request?
 To request payment for the following:

- Memberships *(IF HCC P-Card is not accepted)*
- Refunds
- Registration Fees *(IF HCC P-Card is not accepted)*
- Reimbursements to College Employees
- Student Housing Allowances & Stipends
- Subscriptions *(IF HCC P-Card is not accepted)*

Check request forms must include the payees' Federal Tax ID # or Vendor #
Who can I contact in the Purchasing Department for assistance?

- Go to the Purchasing Department website at:
  www.hccfl.edu/dao/admin-and-finance/departments/purchasing/contact-us.aspx
- Review the commodity listings to determine the appropriate Buyer or Purchasing Assistant.

What steps need to be taken in order to use a new vendor?

- Go to the Purchasing Department website at:
  www.hccfl.edu/dao/admin-and-finance/departments/purchasing/vendor-registration.aspx
- Follow the instructions provided for new vendor registration.

ALL GOODS SHOULD BE DELIVERED TO THE WAREHOUSE
Prohibited Purchases

Purchase of the following items is specifically prohibited:

- Alcoholic Beverages
- Food Items (including Coffee and condiments)
- Gratuities
- Gifts
- Office and Holiday decorations
- Flowers
- Pictures
- Office Refrigerators
- Microwaves
- Plaques for office, birthday and retirement parties, staff meetings, etc.
- Donations/Contributions
- Expenses unrelated to official travel business such as sightseeing tours to museums, caves, theaters, amusement parks, nature trails, etc.
- Greeting cards
Instructions for Processing
AGREEMENT FOR SERVICE CONTRACTS

PAYMENT CONTRACTS - Agreement for Service contracts should be encumbered via purchase order no matter what the amount is. AFS are not necessary for food vendors.

A. Initiating Department Responsibility:

1. Contact vendor to initiate Agreement for Service detailing date, time, location and service to be provided.

2. Request that vendor complete IRS form W-9 and attach to the agreement for services.

3. Verify that vendor is set up in our system. If not they will need to complete the vendor registration form from the purchasing web site.


4. Send Agreement for Service to vendor for signature confirmation.

5. Create an online requisition, including requisition number on AFS.

6. Forward signed Agreement for Service with W-9 attached to the Legal department be sure to include supporting documentation and requisition. (SGA Only – include minutes and pre-payment memo if payment due upon completion)

7. Forward completion/payment memo to Accounts Payable upon completion of service.

B. Legal Office Responsibility:

1. Process Agreement for Services and assign contract number.

2. Forward Agreement for Services along with required attachments to Purchasing department to create purchase order.

C. Purchasing Department Responsibility:

1. Assign purchase order number.

2. Forward a copy of the purchase order and Agreement for Service to the Accounts Payable office.
D. Accounts Payable Department Responsibility:

1. Upon receipt of payment or completion memo and contract form Legal department.

2. Assemble payment package.

3. Process voucher

4. Voucher approval.

5. Print and mail check.
Accounts Payable - Payment Package

Payments to vendors cannot and will not be made until the end user signs the invoice acknowledging receipt of merchandise/service and authorizes payment.

Verify that your vendor is currently set up in the Datatel system. If the vendor and correct address is not in Datatel, you must contact purchasing to set up the vendor in the system. The link below will assist you in this process.


Below are the acceptable forms required by A/P and the supporting documentation needed to process a payment:

Invoices:

- Original Invoice
- Purchase Order Number
- Payment authorization

Agreement for Services:

- Agreement for Services Contract signed and approved by the budget department, college attorney, college representative (SGA advisor, Dean, Campus President) and signing party to the contract
- Purchase Order Number
- Payment memo, completion memo or pre-payment memo (SGA only)

Check Request:

Check Requests should only be used for subscriptions, memberships, travel registrations, refunds and reimbursements and student housing allowances/stipends.

- Subscriptions:
  - Order form or renewal notice
  - Check request signed by initiator in prepayment section, supervisor’s signature.

- Memberships:
  - Renewal notice
  - Check request signed by initiator in prepayment section, supervisor’s signature and College President signature.
Travel:
- Registration form, hotel confirmation, rental car confirmation
- Agenda
- Travel form

Refunds/Reimbursements:
- Supporting documentation showing refund/reimbursement requested.
- Check request signed by initiator in prepayment section, supervisor’s signature.

Please make sure the check request is submitted to budget at least 10 working days prior to the vendor needing the check. If the form is not complete, it will be returned to the department for completion. If the check request is time sensitive, the department should follow up with accounts payable to ensure that the check is being processed in advance of the date it is needed. If you have questions about the check, contact accounts payable.

Instructions for completing a Check Request form:
1. Enter date at top right of form
2. Include vendor’s ID no. or Fed ID #
3. Enter vendor’s name and address at top left of form
4. Sign/date in section “Received By…” if the goods/services have already been provided
   Sign/date in section “Prepayment Requested…” if goods/services have yet to be received
5. Include description, applicable dates if for an event, price per item/service, etc. in the
   “Purpose of Payment…” section
6. Complete Initiator, Dept., Phone, Date, Date Required [date check is needed], Campus
   Site, Building #, Room #
7. Include departmental account to be charged along with the cost of the items/services
   If more than one account is to be used to pay for the items/services, you may list
   each account along with the corresponding amount. Please include the description
   and price per in the “Purpose of Payment…” section.
8. Enter the Total Amount of the purchase at the bottom right of the form
9. Attach a quote [if requesting the check before the goods/services are provided] or an
   invoice [for goods/services already received].
10. Acquire the following signature(s) according the amount of the purchase:
    a. $1 - $10,000 [Dean at your campus]
    b. $10,001 - $24,999 [Dean and Campus President]
    c. $25,000 and up [Dean, Campus President, College President]
11. After acquiring the necessary signatures, retain a copy for departmental records and mail
    the original to the DAO Budget Office.
HILLSBOROUGH COMMUNITY COLLEGE
AGREEMENT FOR SERVICES
PAYMENT FORM

This form may be used as a certification of completion of contract or as a partial payment form. Please email the completed form to the Accounts Payable Dept.

Consultant/Contractor’s Name (please type or print): ____________________________

Contract #: ____________________________

Payment Amount: ____________________________

This is to certify that the consultant/contractual services have been satisfactorily performed for the period __________ of ____, __________ thru __________, ____, and that payment of $ __________, made payable, to the consultant/contractor named above, should be made in accordance with the terms and conditions of the agreement. I have reviewed and accepted contractor’s performance as acceptable for payment.

_________________________________________  ____________________________
Authorized Signature                      Date

_________________________________________
Print Name