**PURCHASING PROCEDURES FAQ**

**Q. Who needs to approve my requisition?**

**A.** A requisition is approved based on its total dollar amount, any special requirements, and the General Ledger (GL) used.

<table>
<thead>
<tr>
<th>Requisition Amount</th>
<th>Must Be Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01 to $1,000.00</td>
<td>Student Activity Advisors</td>
</tr>
<tr>
<td>$0.01 to $10,000.00</td>
<td>Directors, Deans, Managers, Other Budget Officers</td>
</tr>
<tr>
<td>$10,000.01 to $35,000.00</td>
<td>Members of the President’s Cabinet</td>
</tr>
<tr>
<td>More than $35,000.00</td>
<td>College President</td>
</tr>
</tbody>
</table>

**Special Requirements**

- Agreement for Services or Contract Required: Tracey Delk (College Attorney’s Office)

<table>
<thead>
<tr>
<th>Fund Codes</th>
<th>Fund Types</th>
<th>Must Also Be Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Lab Fees</td>
<td>Teshia Minnifield (LABFE)</td>
</tr>
<tr>
<td>17</td>
<td>Capital Equipment Projects</td>
<td>Sandra Colon (FU17)</td>
</tr>
<tr>
<td>21, 24, 26</td>
<td>Grants, Restricted Funds</td>
<td>Jana Irvine (GRANT)</td>
</tr>
<tr>
<td>23, 64</td>
<td>SGA, Student Clubs</td>
<td>Michael Reid (SGAFU)</td>
</tr>
<tr>
<td>71, 72, 73, 74, 76, 77</td>
<td>Unexpended Plant Funds</td>
<td>Ben Marshall and Sandra Colon (UNEXP)</td>
</tr>
</tbody>
</table>

**Object Codes Beginning With**

- 60501, 60502, 60506, 615, 625, 630, 635, 640, 645, 650 except 65002, 705, 706, 710, 750, 760, 770, 790: Stacy Beasley (RISKM)

- Risk Management will review to determine whether or not insurance is required.

- * Please see Q&A below with information to include in the Comments section of the requisition.

**Object Codes**

- 66506, 66507, 70501, 70506, 70601, 70602, 70603, 70604, 70605, 70606, 71010, 71011, 71021, 71022, 71023, 71024, 71025, 71031, 71032, 71041: Rodney Bohach (PRPTY)

- Property Control will determine the ship-to address and appropriate GL.

**Q. What are the quote and bid thresholds?**

**A.** All products and services over $10,000 must be coordinated in advance with the Purchasing Department regardless of exempt or non-exempt status.

<table>
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<tr>
<th>Requisition Amount</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01 to $10,000.00</td>
<td>Purchasing Staff’s Discretion to Obtain Best Value</td>
</tr>
<tr>
<td>$10,000.01 to $35,000.00</td>
<td>Three (3) Written Quotes</td>
</tr>
<tr>
<td>More than $35,000.00</td>
<td>Competitive Solicitation &amp; Public Advertisement</td>
</tr>
</tbody>
</table>

**Q. Who should I submit my quotes, proposals, or other requisition backup to?**

**A.** Please send all documentation to the HCC Purchasing Department group mailbox email address at requisitions@hccfl.edu with the subject entitled: “REQ#12345 – Vendor Name” as applicable.
Q. If Risk Management will be reviewing my requisition, what information needs to be included?
A. Include the following information in the Comments section of the requisition:
   a. Is the vendor going to be providing a service that will require them to physically come on campus?
      i. If yes, include the vendor’s contact name, phone number, and email address.
      ii. If no, include a statement that the vendor will not be physically be coming on-site.

Q. Who may order goods and services?
A. The HCC Purchasing Department via issuance of purchase order or;
   College departments may order goods and services:
      i. Under an existing blanket purchase order;
      ii. With a College Purchasing Card (P-Card).

Q. When do I need to complete a Check Request?
A. To request payment for the following (if an HCC P-Card is not accepted):
   ➢ Institutional Memberships (no individual memberships)
   ➢ Subscriptions
   ➢ Registration Fees
   ➢ Refunds
   ➢ Reimbursements
   ➢ Student Housing Allowances & Stipends

Q. Who should I contact for assistance with purchasing goods and services?
A. Please visit the HCC Purchasing Department website and click on Commodity and Services.

Q. Who should I contact if I have questions about the vendor registration process?
A. First, please visit the HCC Purchasing Department website and click on Registration FAQs. If you have any additional questions, please send an email to vendorregistration@hccfl.edu or call (813) 253-7060.

Q. What steps need to be taken in order to use a new vendor?
A. All vendors must register via HCC’s online vendor registration system powered by VendorLink via the HCC Purchasing Department website by clicking on Vendor Registration.
   ➢ For requisitions involving new vendors (not previously entered in to Datatel), please enter your requisition and manually type the vendor’s name and address into the “Name, Address, Cty/St/Zp” fields and type the vendor’s contact information including point-of-contact name, phone number, and email address in the “Comments” section of the requisition. The Purchasing Department staff will follow-up with the vendor as needed with respect to the online vendor registration process.

Q. What are the current HCC Administrative rules and procedures for purchasing?
A. HCC Administrative Rule, 6HX-10-6.08, Authority to Purchase (PDF)
   HCC Administrative Procedure, 5.300, Purchasing (PDF)