

**The college shall assure that its procurement procedures adhere to all applicable state statutes and regulations (ARS 15-1445). The Board has the authority to set appropriate parameters for the President's signature limits on purchases and to define the formal procurement threshold for the college.**

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The College maintains a stand-alone Procurement Manual covering the following procedures:

MCCC Procurement Organization: Basis for Procurement Procedures, Assignment of Procurement Authority, Delegation of Procurement Authority, Procurement Goals

Source Selection and Contract Formation

- Request for Purchase: Requisition Authorization Levels
- Specifications: Quality Standards
- Bid List and ProcureAZ: Vendor Selection
- Methods of Source Selection: Small Dollar Purchases, Request for Quotations (RFQ), Competitive Sealed Bidding or Invitation for Bids (IFB), Competitive Sealed Proposals or Request for Proposals (RFP)
- Special Source Selection Methods: Sole Source Procurement, Emergency Procurement, Other Procurements Which cannot be met by Normal Competitive Methods
- Procurement of Construction Services: Design-Bid-Build, Construction Manager-at-Risk, Design Build, Job Order Contracting
- Procurement of Professional Services
- Procurement of Consultants/Independent Contractor Services
- Other Procurement Procedures: Purchasing Card (P-Card) Purchases, Contracts, Agreements and Leases, Blanket Orders, Contract Blanket Orders, Product or Equipment Warranties, Rebates, Personal Orders, Official Functions, Criteria for Capital Equipment Purchases, Sales/Use Taxes, Supplies, Entertainer Fees

Protest of Solicitations and Contract Awards: Content of Formal Protest and Appeal Letter

Contract Administration: Procurement Record Maintenance and Retention Policy, Monitoring Contractor Performance and Corrective Actions, Receiving, Invoicing and Shipment Products and Services, Contract Modification, Termination and Closeout

Intergovernmental Procurement: Educational/Institutional Cooperatives, State Procurement Contracts

Materials management: Management and Disposal of Surplus Property

Ethics in Public Contracting: Code of Ethics, Donations, Unauthorized Purchases, Conflict of Interest, Gifts and Gratuities

**5.080**

**Procurement**

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*Date of Adoption: Adoption of Manual: July 2008*

*References: ARS 15-1445*

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The college may implement a Purchasing Card (PCard) program. A PCard Policy Manual will be maintained in the Business Office covering the following procedures:

The P-Card Program: General Description, JPMorgan's Smartdata, Compliance, Misuse, Internal Controls and Separation of Duties, Due Diligence, Record Keeping and Retention, Card Security, Reporting a Lost, Stolen or Damaged PCard and Fraudulent Use, Disputed Transactions, Purchase Rewards, Campus Procedures, Arizona Use Tax, Monthly Billings and Payments, Transaction Limits,

Categories of PCards and Users: Individual PCard

Responsibility for Program Administration: General Principle, Accounts Manager – Business Office, Administrators, Cardholder Supervisors, Approvers, Coordinators of Individual, PCards

PCard Applications: Initiating an Application, The PCard Application, Smartdata Access, Compliance Acknowledgement, Administrator Approval, Cardholder – Individual PCard, Submitting the Application, Issuing New PCards, Establishing a New PCard Account, Required Training by Business Manager, Activating the PCard

Making Purchases and Procedures After the Purchase: Making Purchases, Buyer PCard Purchases, Individual PCard Purchases, Other PCard Purchases, Account Code and Trip Encumbrance Numbers, Receipts Required, Restrictions on Purchasing Certain Items, College Address for Purchases, Purchases Exceeding Authorizations for Dept or Indv PCards, Procedures After the Purchase, Disposition, Filing and Retention of Transaction Documents, Smartdata and Electronic Transaction Document Files, Credits, Verification of Receiving

Reconciliation Process: Purpose, On-going Reconciliation During the Billing Cycle, Tracking Transactions in Smartdata, Review of Postings by Cardholders and Coordinators, Verifying Receiving by Cardholders and Coordinators, Account Code Changes, Role of Business Managers, Final Reconciliation, Monthly Statement Reconciliation, Cardholders and Coordinators Responsibilities, Reconciler Responsibilities-Business Office

PCard Usage Restrictions

Faculty, staff and administrators holding positions at the Director or Associate Dean level and above are eligible to be issued a PCard in their name.

Purchasing Card (PCard) may be used for Travel Purposes. After travel has been pre-approved and finalized, the traveler may be issued a PCard for travel purposes. No travel arrangements may be booked until after official approval is received in the form of a completed purchase order (PO). A Travel PCard may be used for: hotels, flights, conference registration, parking, tolls, taxi and internet (work related only).

The PCard Policy Manual can be found in the Forms Repository, on the HR Employee Resource website, or requested directly from the Business Office.

*Date of Adoption:*      *Adoption of Manual: July 2008*

*References:*            *ARS 15-1445*