PROCUREMENT PROCEDURE MANUAL

TITLE: Faculty Regalia Benefit

NUMBER: PRO-AUX-001

VERSION: 03

ISSUED DATE: 3/30/2011

REVISION DATE: 4/7/2014

➢ Purpose:

To facilitate purchase of faculty regalia provided by the Faculty Collective Bargaining Agreement.

➢ Definitions:

**Bachelor Package (Regalia):** Regalia package containing a Bachelor gown, Bachelor hood, mortarboard cap, and black or degree colored tassel.

**Bargaining Unit Member:** Full-time employees employed by the College as instructional faculty, librarians, and counselors.

**Doctor Package (Regalia):** Regalia package containing a Faculty model gown with metallic gold braid, Doctoral Hood, 4 or 8 sided tam, and gold silk tassel.

**Master Package (Regalia):** Regalia package containing a Master Gown, Master Hood, mortarboard cap, and black or degree colored tassel.

**Regalia:** Traditional form of clothing for academic settings, commonly seen at graduation ceremonies. The ensembles are distinctive in some way to each institution, and generally consists of a gown (also known as a robe) with a separate hood, and usually a cap (generally either a mortarboard, a tam, or a bonnet).

➢ Responsibility:

**Accounts Payable:** Processes payment to the Bookstore for regalia purchased.

**Bargaining Unit Member (Member):** Contacts the Bookstore Manager to order appropriate regalia.
**Bookstore Manager:** Verifies eligibility for regalia and processes order. Submits invoice to Human Resources for payment.

**Human Resources:** Provides a list at the start of each fall semester of those bargaining unit members who are on continuing contract and therefore eligible to receive regalia; maintains a listing of those who have already received regalia. Submits invoice to Accounts Payable for payment for regalia purchased at Bookstore.

**Manager of Auxiliary Services:** Obtains the list of eligible bargaining unit members from Human Resources and provides it to all Bookstore Managers at the start of each fall term.

**Procedure Details:**

1. At the start of each Fall Semester, Human Resources provides a list of those bargaining unit members on continuing contract to the Manager of Auxiliary Services. A notation is made on the list to indicate those bargaining unit members who have already received regalia.

2. Member contacts the Bookstore Manager to order appropriate regalia. The Bookstore Manager will verify eligibility prior to processing the order.

3. Upon verification of eligibility, the Bookstore Manager submits the order to appropriate vendor.

4. When the regalia arrives at the store, the Member is notified by the Bookstore Manager that the regalia is available for pick up.

5. Once the Member has picked up and signed for the regalia, an invoice is submitted to Human Resources for payment.

**References:**

Faculty Collective Bargaining Agreement:

http://www.palmbeachstate.edu/hr/documents/collectivebargainingagreement.pdf
PROCUREMENT

PROCEDURE MANUAL

TITLE: External Caterers on Campus

NUMBER: PRO-AUX-002

VERSION: 05

ISSUED DATE: 4/22/2013

REVISION DATE: 5/9/2018

➢ Purpose:

The College contracts with a primary food service provider. The primary food service provider is the preferred catering partner. In cases where departments/organizations choose to utilize an external vendor, certain guidelines must be followed. The procedure is designed to reduce the risk of foodborne illness from meals that are improperly prepared, maintained, or served. The requirements identified in this procedure are applicable to faculty, staff, students and anyone using Palm Beach State College facilities.

➢ Definitions:

Primary Food Service Provider: The company/companies who have contracted with the College to provide cafeteria and catering services.

External caterer: Any food service provider that is not the College’s Primary Food Service Provider.

➢ Responsibility:

College Department: Reviews the External Catering procedure and submits the External Catering Form to the Auxiliary Services Office.

Auxiliary Services Manager: Receives the External Catering Form and reviews for potential health and safety concerns.

➢ Procedure Details:

1. The College department schedules the event through the appropriate scheduling office.

2. The College department contacts the Primary Food Service Provider for a quotation or consultation for the upcoming event.
3. If the department determines that the Primary Food Service Provider will not be utilized for the upcoming event, the department will then contact the desired caterer or local take-out restaurant and complete the External Catering Form.

4. The External Catering Form must be submitted at least two weeks prior to the event to be considered. The Auxiliary Services Manager will determine if the external catering can be utilized for the specified event.

5. The external caterer shall:
   a. Be licensed to operate a food service operation in the state of Florida. A copy of the license must be submitted to the Auxiliary Services Office.
   b. Comply with the standards established by chapter 64E-11, Florida Administrative Code and the Florida Department of Health under Chapter 381, Florida Statutes.
   c. For catered events where food needs to be kept hot and/or cold, the licensed caterer shall:
      i. Remain on site as long as their food is being served,
      ii. Provide a server or on-site manager/designee who is Serv-Safe trained,
      iii. Maintain appropriate temperatures, both cold (<40 degrees F) and hot (>140 degrees F), for the duration of the food service,
      iv. Post signage (8 ½" X 11") that indicates that the food may contain nuts, dairy, seafood or other potential food related allergens, and
      v. Be expected to appropriately discard or remove from the site any food that has not been consumed at the end of the event.
   d. Provide proof of insurance
      i. Palm Beach State College and its District Board of Trustees named as additional insured
      ii. General liability coverage minimum of $1,000,000

6. If a caterer is delivering food that is not considered potentially hazardous, such as bagels, donuts and coffee, etc., they would not be required to remain on site, or serve this type of food. It is the responsibility of the event contact to discard any remaining food/beverage that is not consumed with 1 ½ hours after arrival at the site.
   a. If items such as cream and milk are left on site for coffee and tea, these items must remain on ice.
b. If cheese and/or meat platters, shrimp or similar food is to be served at an event, they must also be kept on ice or refrigerated.

7. If the College department is utilizing a local take-out restaurant, the event contact shall:
   a. Obtain the take-out food from a restaurant that is less than 30 minutes from the event site
   b. Be responsible for picking up the cold or hot food from the restaurant, to verify that the temperature has been appropriately maintained, and
   c. Insure that the food (including meals, pizza, salads and dressings) is consumed within 1 ½ hours from the time of actual pickup.
   d. Any uneaten food must be disposed of at the end of the 1 ½ hour time frame, unless
      i. The cold food has been kept at a temperature of < 40 degrees F for the duration of the meal.
      ii. The hot food has been kept at a temperature of > 140 degrees for the duration of the meal.

8. Coke and their entire family of beverages are the exclusive pourer on all College property. Organizations or their contracted catering provider may not serve any competitors’ brand.

9. Groups working with external caterers or local take-out restaurants are responsible for ensuring that all food preparation safety standards are followed. Groups are also responsible for all clean-up and trash/recycling removal. Any charges for excess clean-up or facility damage (stains, broken equipment, etc.) are the financial responsibility of the organization sponsoring the event.

10. Items prepared from home are not permitted for meetings or events under any circumstances.

11. The insurance requirement may be waived for those events where takeout or delivery is utilized, and the vendor will not be onsite for the program.

➢ References:

College Board Policies: 6Hx-18-4.06


External Catering Form:

[http://www.palmbeachstate.edu/kitchen/documents/OutsideCateringForm.pdf](http://www.palmbeachstate.edu/kitchen/documents/OutsideCateringForm.pdf)
FL Administrative Code: 64E-11

https://www.flrules.org/gateway/chapterhome.asp?chapter=64E-11

Florida Statutes: Chapters 381

http://www.flsenate.gov/Laws/Statutes
PROCUREMENT

PROCEDURE MANUAL

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- **Purpose:**
  Students, faculty and staff are eligible to receive a PantherCard from a designated location on campus, once certain criteria are met.

- **Definitions:**
  - **Card Number:** The 14 digit number printed on the back of the PantherCard.
  - **ID Works:** The software used for producing PantherCards at Palm Beach State College.
  - **PantherCard:** The primary form of photo identification for Palm Beach State College faculty, staff and students.
  - **External Individual:** An individual who is not a College employee but has responsibilities that will require him/her to be on campus on a regular basis.
  - **Government-Issued Photo ID:** ID must not be expired. Acceptable forms of ID include:
    - Driver's License
    - State Identification Card
    - Passport/Visa
    - Permanent Residence Card

- **Responsibility:**
  - **Student:** Completes a credit or non-credit application to the College and then visits a PantherCard carding location to obtain a PantherCard.
  - **Faculty/Staff:** Completes all necessary paperwork with Human Resources and then visits a PantherCard carding location to obtain a PantherCard.
**Human Resources:** Completes data entry of all new employees in PantherNet.

**PantherNet:** The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

**PantherCard Office Staff:** Responsible for reviewing the government-issued photo ID and then issuing a PantherCard.

**Procedure Details:**

1. The student or staff member arrives at a designated carding location and presents a valid form of photo ID.

2. The PantherCard Office representative locates the record in ID Works and verifies that the information matches the ID provided.
   
   a. Students under the age of 18 who do not have any form of identification may have their parent/guardian complete a [Proof of ID for Minors form](#) in place of photo-ID and submit it with a copy of a valid photo ID from the parent/guardian.

3. If this is the first card, a photo is taken and the card presented to the student or staff member.

4. For students, if this is not the first card, the PantherCard Office representative will determine if the replacement fee is due. The following are the scenarios where a replacement fee will not be charged:
   
   a. Student name change
   b. Student has not been enrolled in over 2 years
   c. Card was stolen and police report presented
   d. Student ID number changed.
   e. Student has an “old” card number that does not begin with 249.
   f. Free carding day (one day/semester)

5. Staff members are not charged for replacement cards.

6. All those receiving a PantherCard receive a copy of the [PantherCard Terms and Conditions](#) with their cards.
 References:

PantherCard Carding Locations:

https://www.palmbeachstate.edu/panthercard/

PantherCard Requirements:

http://www.palmbeachstate.edu/panthercard/important-info.aspx

PantherCard Replacement Criteria:

http://www.palmbeachstate.edu/panthercard/important-info.aspx

PantherCard Terms and Conditions:

http://www.palmbeachstate.edu/panthercard/important-info.aspx

Proof of ID for Minors Form:

http://www.palmbeachstate.edu/panthercard/Documents/proofofidforminors.pdf
PROCUREMENT

PROCEDURE
MANUAL

TITLE:
Vending Machine Refunds

NUMBER:
PRO-AUX-004

VERSION:
01

ISSUED DATE:
11/14/2014

REVISION DATE:
NA

➢ Purpose:

The procedure will outline the process to return funds to those who have lost funds while attempting a vending machine purchase. Refunds are issued at the Cashier’s Office on each campus.

➢ Definitions:

Refund: To return (money) in restoration, repayment, or balancing of accounts.

➢ Responsibility:

Auxiliary Services Manager: Notify vending provider when refund funds need to be replenished.

Bursar Supervisor or Student Account Services Manager: Notify Auxiliary Services Manager when vending refund funds need to be replenished.

Cashier’s Office: Issues refunds

Customer: Report vending machine issues to the Cashier’s Office.

➢ Procedure Details:

1. Customer notifies Cashier’s Office of problem at vending machine that resulted in loss of funds.

2. Customer completes a Vending Machine Refund Form.

3. Cashier’s Office issues refund from the vending machine refund fund.

4. Cashier’s Office scans refund form to appropriate work flow.
5. Cashier’s Office places refund form in vending machine refund file.

6. Auxiliary Services Office reviews refund form and notifies vending operator of equipment problems.

➢ References:

Refund Form:

http://www.palmbeachstate.edu/panthercard/Documents/ARForm-VendingMachineRefundRequestForm.pdf
Purpo: There are conditions whereby a photo may be removed from the PantherCard record. The following procedure clarifies that procedure.

Definitions:

PantherCard: The primary form of photo identification for Palm Beach State College faculty, staff and students.

ID Works: The software used for producing PantherCards at Palm Beach State College.

Government-Issued Photo ID: ID must not be expired. Acceptable forms of ID include:

- Driver’s License
- State Identification Card
- Passport/Visa
- Permanent Residence Card

Responsibility:

Auxiliary Services & College Card Specialist: Upon request, will review photo to determine if it meets standard acceptable photo criteria.

Manager of Auxiliary Services: Upon request, will review photo to determine if it meets standard acceptable photo criteria.
**Student or Staff Member:** Returns to bookstore or other carding location to obtain a new photo upon request.

**Procedure Details:**

1. The PantherCard office is notified that an inappropriate photo may be present on a student or staff PantherCard.

2. The Manager or Office specialist will review the record and determine if the photo meets one of the following conditions for removal:
   
   a. The photo is determined to not be of the person of record.
   
   b. The photo does not meet the guidelines for appropriate photos as recommended by the US Department of State for passport photos.

3. If the photo meets the conditions for removal, the following steps will be taken:
   
   a. The photo will be removed and replaced with a notice to contact the PantherCard Office for more information.
   
   b. The student or staff member will be contacted via institutional email to go to the bookstore or other carding location within 10 business days to obtain a new card.
   
   c. The removed photo will be retained (in digital format) by the PantherCard Office in a secured location for reference.
   
   d. A log of all photos removed will be maintained.
   
   e. If a new card is not obtained within 10 business days, the student or staff member's card will be marked as inactive and sent a second notice to comply.

**References:**

PantherCard Locations:

https://www.palmbeachstate.edu/panthercard/

US Department of State Passport Photo Guidelines:

http://travel.state.gov/content/passports/english/passports/photos/photos.html
PROCUREMENT

PROCEDURE MANUAL

TITLE:
Food Trucks on Campus

NUMBER: PRO-AUX-006
VERSION: 02

ISSUED DATE: 7/8/2015
REVISION DATE: 9/14/2016

➢ Purpose:

The College contracts with a primary food service provider. The primary food service provider is the preferred catering partner. In cases where departments/organizations choose to utilize a mobile food dispensing vehicle (food truck), certain guidelines must be followed. The procedure is designed to reduce the risk of foodborne illness from meals that are improperly prepared, maintained, or served. The requirements identified in this procedure are applicable to faculty, staff, students and anyone using Palm Beach State College facilities.

➢ Definitions:

Business License: License provided by the Florida Department of Business and Professional Recognition indicating that the vendor is licensed to operate a food truck in the state of Florida.

Business Tax Receipt: Formerly Occupational Licenses, required of any business in Palm Beach County selling merchandise or services.

Mobile Food Dispensing Vehicle (Food Truck): vehicle-mounted public food service establishments. Some MFDVs are self-propelled and built to travel on public streets. Other MFDVs are not self-propelled but can be moved from place to place. MFDVs may even be watercraft.

Primary Food Service Provider: The company/companies who have contracted with the College to provide cafeteria and catering services.

➢ Responsibility:

Manager of Auxiliary Services: Upon request, will review the request for hosting a food truck on campus.
Student or Staff Member: Completes request to host a food truck and provides all of the necessary documents for verification.

Procedure Details:

1. The College department schedules the event through the appropriate scheduling office.

2. The College department contacts the Primary Food Service Provider for a quotation or consultation for the upcoming event.

3. If the department determines that the Primary Food Service Provider will not be utilized for the upcoming event, the department will then contact the food truck operator and complete the Food Truck Request form.

4. The Food Truck Request must be submitted at least two weeks prior to the event to be considered. The Auxiliary Services Manager will determine if the food truck can be utilized for the specified event.

5. The Food Truck operator shall:
   a. Be licensed to operate a mobile food dispensing vehicle in the state of Florida. A copy of the license must be submitted to the Auxiliary Services Office.
   b. Hold a current Business Tax Receipt from Palm Beach County.
   c. Provide proof of insurance
      i. Palm Beach State College and its District Board of Trustees named as additional insured
      ii. General liability coverage minimum of $1,000,000
      iii. Automobile liability coverage minimum of $500,000
   d. Provide a copy of most recent inspection.

6. Food Trucks on campus must be completely self-contained and require no use of electric, water or other utilities or facilities belonging to Palm Beach State College.
7. Vendors must be located on Palm Beach State College property, not on public streets, in a location approved by Facilities and Security.

8. Coke and their entire family of beverages are the exclusive pourer on all College property. Organizations or their contracted catering provider may not serve any competitors’ brand.

9. Groups working with external caterers or local take-out restaurants are responsible for ensuring that all food preparation safety standards are followed. Groups are also responsible for all clean-up and trash/recycling removal. Any charges for excess clean-up or facility damage (stains, broken equipment, etc.) are the financial responsibility of the organization sponsoring the event.

➢ References:

College Board Policies: 6Hx-18-4.06

http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.06.pdf

Florida Department of Business & Professional Regulation:

https://www.myfloridalicense.com/wl11.asp?mode=0&SID=

Florida Department of Business & Professional Regulation Guide to Mobile Food Dispening Vehicles: http://www.myfloridalicense.com/dbpr/hr/licensing/GT_MDFV.html

Food Truck Request Form: http://www.palmbeachstate.edu/auxiliary-services/documents/Food-Truck-Request-Form-EXT.PDF

Palm Beach County Tax Collector: https://pbctax.com/services/local-business-tax-services/local-business-tax-receipts
PROCUREMENT PROCUREMENT
PROCEDURE PROCEDURE
MANUAL MANUAL

TITLE: PantherCard Titles
NUMBER: PRO-AUX-007
VERSION: 01
ISSUED DATE: 8/10/2017
REVISION DATE: N/A

➢ Purpose:

The College issues an employee identification card (PantherCard) to all faculty and staff. The cards will have the employee’s identification number, name and classification printed on the card. All cards are printed with one of the following classifications:

- Faculty/Staff
- Student
- Student Employee
- External Individual

Requests to have a formal title printed on the card are reviewed on a case by cases basis.

➢ Definitions:

PantherCard: The primary form of photo identification for Palm Beach State College faculty, staff and students.

Classification: The title printed on PantherCards to indicate relationship with Palm Beach State College. The following classifications will be used:

- Faculty/Staff
- Student
- Student Employee
- External Individual

Atrium: The software used to manage the PantherCard program at Palm Beach State College.

Government-Issued Photo ID: ID must not be expired. Acceptable forms of ID include:

- Driver’s License
- State Identification Card
- Passport/Visa
- Permanent Residence Card

➢ **Responsibility:**

**Manager of Auxiliary Services:** Upon request, will review the request for a formal title to be printed on the PantherCard.

**Staff Member:** Completes request to have a formal title printed on the employee PantherCard.

**Dean/Associate Dean/Director:** Approves the request to have a formal title printed on the employee PantherCard.

**Procedure Details:**

1. The College employee completes the Request for [PantherCard Title Change form](#) and submits to the appropriate Dean/Associate Dean/Director for approval.

2. The Dean/Associate Dean/Director forwards the approved request to the Manager of Auxiliary Services.

3. The Manager of Auxiliary Services will review the request and determine if the request meets one of the following conditions:
   
   a. The title is required to be printed due to job function.
   
   b. The title is required based on safety/security.
   
   c. The title is “Bus Driver.”
   
   d. The title is “Retiree” (these changes will continue to be submitted via email from HR, a request form is not required).

4. If the request is approved, the following steps will be taken:
   
   a. The title will be updated in the Atrium system.
b. The employee will be notified via email to go to the bookstore or other carding location to obtain a new card with the updated title.
   
i. A government-issued photo ID must be presented in order to obtain a new card.

5. If the request is not approved, the following steps will be taken:
   
a. The employee and Dean/Associate Dean/Director will be notified via email.

➢ References:

Request for PantherCard Title Change Form: http://intranet.palmbeachstate.edu/forms/panthercard/
PROCUREMENT PROCUREMENT
PROCEDURE
MANUAL

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➢ Purpose:

This procedure outlines the steps required for issuance of a P-Card.

➢ Definitions:

Cardholder Application/Agreement: Document that must be completed in order for a P-Card to be issued.

Purchasing Card (P-Card): Procurement Card (Credit Card) program for various purchases that provides an alternate and more efficient method for purchasing small dollar goods.

➢ Responsibility:

Controller: Responsible for the review and approval of all P-Card applications.

Department Head/Supervisor: Approves requests for P-Card and forwards application to Controller.

Employee: Completes and submits Cardholder Application/Agreement and attends the necessary training.

Purchasing Card Specialist: Responsible for card issuance and training.

➢ Procedure Details:

1. Employee completes Cardholder Application/Agreement.

2. Department Head or Supervisor requests dollar limit, if different than standard limits, and signs application for approval.

3. Department Head or Supervisor sends application to Controller’s Office for final approval.
4. Controller sends approved application to Purchasing Card Specialist.

5. Purchasing Card Specialist notifies bank of request for the card and provides the information required for the initiation of the new card.

6. Bank sends the new card to the Controller and card is forwarded to the Purchasing Card Specialist.

7. Purchasing Card Specialist notifies the employee that training is required prior to issuance of the card.

8. Purchasing Card Specialist schedules and conducts training.

9. Once training is completed, employee takes possession of the card and it is ready for use.

➢ References:

Accounting Manual for Florida's College System:


Cardholder Application/Agreement:

http://www.palmbeachstate.edu/purchasing/Documents/P-CardApplicationandAgreement.pdf

Florida Statutes: 1010.04

http://www.flsenate.gov/statutes/

P-Card Manual:

PROCUREMENT PROCEDURE MANUAL

TITLE: Purchasing Card (P-Card) Reconciliation

NUMBER: PRO-PCD-008
VERSION: 01

ISSUED DATE: 9/8/2009
REVISION DATE: 12/2/2014

- **Purpose:**

  This procedure outlines the steps required for reconciliation of Purchasing Card statements.

- **Definitions:**

  **Purchasing Card (P-Card):** Credit card program for various purchases that provides an alternate and more efficient method for purchasing small dollar goods.

  **P-Card Statement (Statement):** Statement issued to employees from bank itemizing monthly transactions to employee P-Card account.

  **Reconciliation:** The process of matching and comparing figures from accounting records/receipts against those presented on a bank statement.

- **Responsibility:**

  **Department Head/Supervisor:** Responsible for approval of monthly P-Card Statements and reconciliation.

  **Employee:** Prepares reconciliation of transactions to statement on a monthly basis.

  **P-Card Specialist:** Responsible for the final review and collection of statements.

- **Procedure Details:**

  1. Employees receive a P-Card Statement each month from the bank that itemizes transactions to their P-Card.

  2. Employee gathers all receipts and/or supporting documentation and reconciles this information to transactions on the P-Card Statement.
3. Signed statements with reconciliation/verification are presented to employee’s Department Head or Supervisor for approval. Signatures affirm that the purchases were for authorized items or services as applicable.

4. If further explanations are needed to affirm the compliance, they must be added to this documentation prior to submittal to P-Card Specialist.

5. The statements and original receipts are forwarded to the P-Card Specialist after approval. A manual signature by both the employee and Department Head or Supervisor is required.

6. The P-Card Specialist reviews statements and attachments for completeness and accuracy.

➢ References:

Accounting Manual for Florida’s College System:


Cardholder Application/Agreement:

http://www.palmbeachstate.edu/purchasing/Documents/P-CardApplicationandAgreement.pdf

Florida Statutes: 1010.04

http://www.flsenate.gov/statutes/

P-Card Manual:

Purpose:

To document the preparation and process used to complete the Annual Physical Inventory.

Definitions:

Asset: Any equipment that is over $750 for computer and projectors and over $1000 for all other equipment.

Bar Code: An adhesive label that gets affixed on equipment.

DHS: Inventory system tracking fixed assets purchased.

Fiscal Year: July 1 – June 30.

MC3000 Scanner: Portable Handheld Bar Code Scanner used to track location and inventoried dates for all assets.

BOT Agenda Item: Proposal sent to Board of Trustees for their approval.

Responsibility:

Inventory Reporting Representative: Responsible for physically verifying all assets during the Fiscal Year and correcting any information in DHS. Also responsible for identifying and correcting any bar code or door jamb labels that were removed, destroyed or illegible.

Off Campus Assigned Support Staff: Assists Inventory Reporting Rep. with verifying assets and replacing labels.

Construction Document Specialist: Responsible for providing current building maps.
**Security:** Responsible for investigating missing items and providing the Inventory Reporting Rep an incident report.

**Property Custodian:** Responsible for locating any asset that cannot be found by Inventory Reporting Rep.

➢ **Procedure Details:**

1. All assets must be physically seen once during a Fiscal Year.

2. Inventory Reporting Rep. develops a schedule with the Off Campus Assigned Support Staff.

3. A request is sent to each campus Provost for and all user e-mail stating the dates that the inventory will take place.

4. Building maps are verified for each campus. If necessary, Inventory Reporting Rep. obtains updated copies from the Construction Document Specialist in the Facilities Planning Department.

5. MC3000 Scanners are prepared prior to inventory
   i. Charge Batteries
   ii. Verify the accurate date and time on Scanner
   iii. Upload asset information from DHS

6. The scheduled building is scanned and inventoried.

7. After the initial scan, the Inventory Reporting Rep creates a “missed” report for assets not originally found.

8. Return to the locations on the “missed” report to verify the assets aren’t in that room.

9. If the assets cannot be found, the property custodian is contacted to help locate the asset.

10. After everyone involved is contacted and the asset cannot be found at all, Security is contacted to report the missing items.

12. A BOT Agenda Item is created for Board Approval to remove assets from DHS.

13. BOT approves Agenda Item, DHS is updated and assets are removed from the database.

➢ References:

Rules of Florida Department of Financial Services: 69I-73.006

https://www.flrules.org/gateway/ruleno.asp?id=69I-73.006

SBE Rules: 69I-73.006

https://www.flrules.org/gateway/ruleno.asp?id=69I-73.006

College Board Policy:

6Hx-18-4.46

http://www.palmbeachstate.edu/boardoftrustees/Documents/BoardPolicies/Section4/4.46.pdf
### Purpose:

To document the steps taken to bar code new assets for tracking.

### Definitions:

**Equipment**: Any item purchased from a vendor.

**Asset**: Any equipment that is over $750 for computer and projectors and over $1000 for all other equipment.

**Purchase Order (PO)**: Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

**PantherNet**: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

**Bar Code**: An adhesive label that gets affixed on equipment.

**DHS**: Inventory system tracking fixed assets purchased.

**Inventory Verification Sheet**: A template used to record new asset information.

**General Ledger Classification (GL Code)**: Code used to indicate the type of transaction or account. GL Codes are determined by the [Accounting Manual for Florida’s Public Community Colleges](https://www.collegeboard.org/college-almanac/accounting-manualFlorida).  

**Central Receiving**: The Palm Beach State College department responsible for receiving all goods into PantherNet and distributing goods to the end users.

### Responsibility:
**Central Receiving Personnel:** Responsible for removing equipment from packaging, providing a copy of the PO and informing when equipment is received and delivered on Campus.

**Inventory Reporting Representative:** Responsible for gathering equipment information, bar coding, and entering equipment information into DHS.

**College Foundation:** Responsible for informing Inventory Reporting Rep when gifts meeting the GL Code criteria to bar code are given to the College.

➢ **Procedure Details:**

1. Equipment is delivered to Central Receiving.

2. Central Receiving Personnel receives the equipment in PantherNet which gives prompt stating the equipment needs to be bar coded.

3. Central Receiving Personnel removes equipment from packaging and prints a copy of the PO for the Inventory Reporting Rep.

4. Inventory Reporting Rep. verifies that the items received match the description on the PO and establishes if the items received meet the GL Code criteria.
   
   i. GL Codes that require a bar code
      
      1. 70505, 70506
      
      2. 70601, 70602, 70603, 70604, 70605, 70606
      
      3. 71011, 71021, 71022, 71023, 71024, 71025, 71031, 71032, 71041

5. A bar code label is affixed to the equipment and the asset number is manually written on the equipment.

6. Equipment information is gathered and written on the inventory verification sheet.
   
   i. Serial #
   
   ii. Model
   
   iii. Manufacturer
   
   iv. TGI ID # - For copiers only.
v. License # - For vehicles that require a license plate only

7. A copy is made and given to Central Receiving Personnel. This allows Central Receiving to deliver the equipment.

8. After the equipment is paid, the asset information is entered in DHS.

9. For equipment that is not delivered to Central Receiving, Central Receiving Personnel will notify Inventory Reporting Rep. that equipment was delivered on campus and provide a copy of the PO.

10. Inventory Reporting Rep. either gets the location of the equipment from the PO or contacts the department.

11. For equipment that is delivered to Central Receiving unassembled, Central Receiving will inform Inventory Reporting Rep. that the equipment cannot be bar coded until it is assembled. In these cases, the equipment is delivered and bar coded when it has been assembled.

12. For equipment that is given as gifts to the College, The College Foundation is responsible for receiving the gift and notifying the Inventory Reporting Rep.

➢ References:

Accounting Manual for Florida’s Public Community Colleges:


Rules of Florida Department of Financial Services: 69I-73.006

https://www.flrules.org/gateway/ruleno.asp?id=69I-73.006

SBE Rules:

69I-73.006


Florida Statutes: Chapter 274

PROCUREMENT

PROCEDURE MANUAL

TITLE: Property Records – Surplus Property

NUMBER: PRO-PRP-004

VERSION: 01

ISSUED DATE: 8/10/2017

REVISION DATE: N/A

Purpose:

To insure the protection of College assets and to inform all departments of the appropriate methods of declaring and disposing of surplus, salvage, scrap and property with no useful life.

Definitions:

Asset: Any equipment with an acquisition cost that is over $700 for computers and projectors and over $1000 for all other equipment and has a useful life of one year or longer.

Non-Asset: Any equipment with an acquisition cost that is under $700 for computers and projectors and $1000 for all other equipment and has a useful life less than a year.

Surplus Equipment: Equipment that is obsolete, damaged, cannibalized, traded in, donated and has no use to the college.

Obsolete: Equipment that is out of date and no longer used

Damaged: Equipment that is broken and too costly to repair

Cannibalized: Equipment that is used for parts

Bar Code: An adhesive label that gets affixed on equipment and has a unique 8 digit number.

DHS: Inventory system tracking fixed assets purchased or donated to the College.

BOT Agenda Item: Proposal sent to Board of Trustees for their approval for the sale of surplus equipment.

Competitive Solicitation (Bid): A document that is sent to the public from the College website to allow them to place their highest bid on surplus equipment

Lot: Equipment grouped together either by pallet or location to make a single group
Property Custodian: Designated owner of assets purchased under their budget. Highest level Property Custodian (VP, Executive Director of Foundation or Community Engagement & Special Assistant to the President) can assign an owner to manage the assets. These owners report directly to the Property Custodian.

Responsibility:

Property Records: Coordinates pick up of surplus and tracks location of equipment from department to surplus storage and updating each process into DHS. Also, for creating and submitting BOT Agenda Item and creating the list of equipment to be sold on a Competitive Solicitation. Also for preparing and submitting all necessary title paperwork for sold vehicles. Lists auctions, coordinates donations and recycling of equipment.

Off Campus Assigned Support Staff: Picks up and temporarily stores equipment. Will also forward dispositions not originally sent to Property Records.

Property Custodian: Responsible for approving disposal of equipment under their responsibility.

Purchasing: Creates and advertises Bids for surplus equipment.

District Board of Trustees: Approves action agenda items when submitted.

Procedure Details:

1. Disposition Report
   i. All equipment owned by the College and deemed ready for surplus must have a disposition report form completed by the current owning department prior to pick up.
      1. Disposition report can be found on the Property Records website or the College Intranet under College Forms.
   ii. Anything with an asset number should be held prior to recycling/trash until the Board has approved disposal.
   iii. All furniture should be checked and verified by the releasing department that drawers and cabinets are empty.
   iv. Complete all applicable fields
      1. For asset equipment, form must be signed or initialed by Budget manager – VP, Executive Director of Foundation or Community Engagement & Special Assistant to the President.
   v. Send signed form to Property Records
1. For campuses other than Lake Worth, also send to campus facilities office.

vi. Property Records will contact department or come directly to pick up equipment.

   1. For campuses other than Lake Worth, Facilities may also pick up and temporarily store equipment until it can be brought to Lake Worth.

vii. For large equipment, a work order will need to be submitted.

viii. All original parts of the equipment must be sent for disposal.

   1. Pieces of furniture cannot be removed and must stay as it was purchased.

ix. Federal Government or non-college equipment must be cleared by the agency for disposal before sending to Property Records.

2. Surplus Storage

i. Property Records will palletize or place the equipment in the District warehouse or other designated storage location.

ii. All markings and labels that have the College’s name are removed.

iii. All furniture and equipment will be checked for documents that are sensitive to the College and returned to the original department for proper disposal.

   1. Locks will be left unlocked by the department so contents can be verified.

   2. It is the original department’s responsibility to remove all paperwork prior to surplus pickup.

iv. The Property Record is updated with the location/pallet number in DHS for assets and for non-asset equipment will maintain a list of equipment on an excel spreadsheet.

v. The Procurement Director inspects surplus equipment and gives approval to send a BOT Agenda Item to the Board.

   1. They also give recommendations for the method of disposal.

vi. A BOT Agenda Item is created for Board Approval to request assets be sent to a Bid or donated to a non-profit 501(c)(3).

vii. BOT must approve agenda item.

3. Competitive Solicitation (Bids)

i. After Board Approval when there is enough equipment that warrant a bid, a list is created for all asset and non-asset equipment.

   1. A Bid is usually held every 3-4 months.

ii. The complete list of BOT approved surplus is separated into lots of like surplus equipment which may attract more bids.

iii. The Bid is listed on the purchasing website and vendors are notified that it is available.
iv. Eligible Bidders are companies classified as corporations, sole proprietorships, partnerships and joint ventures.

v. Vendors submit their bids to the purchasing office prior to the bid closing date.

vi. The Procurement Director receives the bid offers and finalizes the bid winners.

vii. An award notice is sent to the bid winners including their lots and informing them an e-mail from the Accounts Receivable department with their invoice for payment will be sent.

viii. Bid winners pay the cashiers office and are provided with a receipt that they give to Property records to release the equipment for pick up.

ix. The bid winners have 2 weeks to pick up lots from the District Warehouse.

x. After the equipment is paid and picked up, the Property Records are inactivated in DHS.

xi. Buyers of computer equipment or technology that has storage devices are responsible for wiping computer equipment to DOD standards and providing a certificate of verification to Property Records.

xii. Equipment that isn’t sold is held until the next Bid for a second attempt at surplus sale.

xiii. Proceeds of bids are deposited into Property Records account # 16330500-633000-80-49510 and at the end of the fiscal year are transferred to the fund balance.

4. Online Auction

i. Vehicles, Maintenance equipment and other equipment that may have a high sale value are sold at an online auction: govdeals.com.

ii. Property Records lists all the known details for the equipment on the site.

iii. The auction is set for up to 2 weeks and questions from potential buyers are answered and arrangements can be made to show the equipment.

iv. There are no restrictions for the type of eligible bidders.

v. After the online posting ends, the buyer pays on govdeals.com

vi. Govdeals.com notifies the college that the payment has been made and the item can be released.

vii. Property Records e-mails a sale authorization form winning bidder and arrangements are made for pick up.

viii. Equipment is picked up and a bill of sale is signed.

ix. On the govdeals.com website, Property Records marks the listing as picked up and loads the signed bill of sale.

x. For vehicles, the buyer signs the required paperwork to transfer ownership.

   1. Includes title, HSVM 82050, College Bill of Sale Form.
xi. Buyer is responsible for changing title to their name and insuring the vehicle.

xii. Proceeds of auctions are sent by govdeals.com by Electronic Funds Transfer and are deposited into Property Records account # 16330500-633000-80-49510 and at the end of the fiscal year are transferred to the fund balance.

5. Furniture Reuse
   i. Furniture that is replaced and unneeded by its original department is brought to the Furniture Surplus Storage Area.
   ii. Departments can contact Property Records to schedule a time to view the available furniture.
   iii. Property Records will move selected furniture to its new destination, if possible.
   iv. For large furniture, a work order will need to be submitted by requestor.

6. Donations
   i. Furniture and other equipment that can’t be sold or reused is donated to non-profits with status 501(c)(3).
   ii. Potential donation recipients must be certified prior to receiving equipment by completing a “Request for Approval as an Authorized Surplus Equipment Recipient” Form.
      1. Signed by the VP of Administration and Business Services and Controller.
   iii. All markings and labels that have the College’s name are removed.
   iv. All furniture and equipment will be checked for documents that are sensitive to the College and returned to the original department for proper disposal prior to donation.
   v. All electronics will be wiped of College data by the IT department prior to donation.
   vi. Recipients are required to provide their own transportation and moving of the donations.
   vii. A donation form will be completed by Property Records and sign by the donation recipient and a Property Records representative.
   viii. Property Records will maintain a list of donated items that will be provided to the Board of Trustees when an agenda item is submitted for surplus equipment.

7. Recycling
   i. Damaged equipment that has no sale or donation value can be recycled for scrap.
      1. Examples: broken refrigerators, pieces of metal, damaged carts.
   ii. Scrap is put in the recycling pile and Facilities takes to be recycled.
iii. Property Records should be notified to authorize equipment identified as recycling
iv. All markings and labels that have the College’s name are removed.
v. All furniture and equipment will be checked for documents that are sensitive to the College and returned to the original department for proper disposal prior to donation.
vi. Proceeds of recycling sales are deposited into Property Records account # 16330500-633000-80-49510 and at the end of the fiscal year are transferred to the fund balance.

8. Trash
i. When all the above efforts have been exhausted, items can be disposed of in the proper trash receptacles and in accordance with Environmental Standards.
   a. Most commonly is furniture.
ii. Property Records should be notified to authorize equipment identified as trash
iii. All markings and labels that have the College’s name are removed.
iv. All furniture and equipment will be checked for documents that are sensitive to the College and returned to the original department for proper disposal prior to donation.
v. Property Records will create a Thrown Away/Recycle Receipt for items to be thrown out.
   1. Signed by Facilities and Property Records Representative.

➢ References:
Florida Administrative Code: 69I-73

Florida Statutes: Chapter 273

College Board Policies: 6Hx-18-4.46
http://www.palmbeachstate.edu/boardoftrustees/Documents/BoardPolicies/Section4/4.46. pdf

Property Records Webpage:
http://www.palmbeachstate.edu/procurement/propertyrecords.aspx
Purpose:
This procedure identifies types of requisitions and the steps involved for a purchase order to be issued.

Definitions:

Approval Path: Electronic approvals required in order for a requisition to be completed.

Blanket Order (BO): Type of requisition used for items that cannot be quantified and that require multiple payments. A BO is not issued for specific items but rather a block of money that can be spent with that vendor over a specified time.

Central Stores: Inventory of forms or other supplies in College storage.

Central Stores Orders (CS): Type of requisition used for products from our Central Stores.

Construction Equipment Orders (CE): Type of requisition used for purchasing construction materials and equipment.

Construction Orders (CO): Type of requisition used for construction and construction related services which allows multiple payments.

Emergency Orders (ER): Type of requisition used for products and services with critical time issues which could impede employee production or student learning (e.g., safety issues to student, staff or faculty; emergency repairs of equipment).

General Ledger Classification (GL Code): Code used to indicate the type of transaction or account. GL Codes are determined by the Accounting Manual for Florida’s College System.

Invitation to Bid (ITB): A written solicitation for competitive sealed bids.
Library Blanket Order (LB): Type of requisition used for Library purchases of various books, references, and periodicals which allows for multiple payments. An LB is not issued for specific items but rather a block of money that can be spent with that vendor over a specified time. This is similar to a BO, but for College Library purchases only.

Membership/Subscriptiopn (MS): Type of requisition used for membership to various organizations and subscriptions of all types (includes: printed and electronic publications, various digital media and web download subscriptions). Does not require receipt in system.

Office Supply (OS): Type of BO used for ordering office supplies.

Organizational Unit (ORG): Coding within the budget structure that allows for clear identification of an area of responsibility and managerial responsibility/authority. These areas of responsibility may also be referred to as divisions, departments, sections, or offices. The numbering of the organizational units is based on the Accounting Manual for Florida’s College System.

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Prepaid Orders (PP): Type of requisition used for orders that require payment prior to receiving the product.

Pro forma Invoice: Estimated invoice sent in advance of a shipment or delivery of goods and includes the quantity of goods, value and any additional charges.

Purchase Order (PO): Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

Request for Proposal (RFP): A written solicitation for competitive sealed proposals.

Request for Quotation (RFQ): An oral or written request for written pricing or services information from a state term contract vendor for commodities or contractual services available on a state term contract from that vendor.

Requisition: An electronic document, which requires accurate accounting information for the commitment, a description of material and/or service, the quantity, date, and estimation of cost.

Service Contract Orders (SC): Type of requisition used for maintenance services, consultants, and warranty services which allows for multiple payments.

Standard Requisition (RQ): Type of requisition used for all products that does not fall under any of the specific requisition types.
Responsibility:

College Departments: Responsible for conveying the details of products and/or services desired for approved College activities to Purchasing by entering the appropriate type of requisition into Panthernet.

NOTE: The ONLY authorized College personnel permitted to sign contracts, of any kind, including PO’s are: The President, Vice-President of Administration and Business Services, Controller, and Procurement Director.

Approvers: Personnel within a department who are responsible for approving requisitions and may include Department Head/Supervisor, Budget Manager, Assistant Controller, V.P./Provost, IT Director, Facilities Manager/Director, and other responsible individuals.

Purchasing: Responsible for reviewing the requisition and determining what, if any, steps are required prior to converting the requisition to a PO.

Procedure Details:

1. Department representative verifies availability of funds in the appropriate ORG and GL Code(s), or Pooled GL Code(s).

2. Department representative enters the appropriate requisition type in Panthernet. The Definitions section above provides guidance for selection of the requisition type.

A. All requisitions must contain the following information:
   i. Account number
   ii. Suggested vendor
   iii. Description of item(s) that are to be purchased
   iv. Quantity of item(s)
   v. Unit Cost of item(s)
   vi. Unit of measure of item(s)
   vii. Date needed

3. The requisition follows an approval path prior to being sent to Purchasing. Approvers review and authorize or reject the requisition.

4. Once the requisition has been approved by all approvers, it is forwarded to Purchasing.
5. Purchasing staff reviews the requisition and determines what, if any, other steps are required prior to converting the requisition to a PO. Additional steps may include:

A. Securing additional quotes

B. Selection of most appropriate vendor

C. Issuing an ITB/RFP/RFQ/ITN

D. Verifying specifications and/or prices

6. Once all necessary steps have been completed by Purchasing, the requisition is converted to a PO.

7. The PO is sent to the vendor from the Purchasing Office.

8. The following cases will involve additional steps to be taken:

A. Emergency Orders (ER):
   i. To expedite the process, Purchasing will email all approvers to request action to be taken to approve or reject the requisition.
   ii. Once approvals are obtained, Purchasing prepares the PO and faxes it to the vendor.

B. Prepaid Orders (PP):
   i. Once the PP requisition is entered and approved in Panthernet, two copies of a pro forma invoice and a routing slip must be sent to Purchasing.
   ii. Purchasing prepares the PO and sends the PO, routing slip, and pro forma invoices to Accounts Payable.
   iii. Accounts Payable generates a check and sends the check with PO to the vendor.
   iv. Accounts Payable sends a form to the requestor, requesting a signature once the goods or services are received.

C. Office Supply Orders (OS):
   i. Once the OS requisition is entered and approved in Panthernet, a PO is issued by Purchasing,
   ii. Purchasing notifies the requestor that they may begin ordering from the office supply website.
   iii. Details concerning office supply requisitions can be found in PRO-PUR-011.

➢ References:
Accounting Manual for Florida’s College System:


Procurement Procedure: PRO-PUR-011 (Office Supplies)


SBE Rules: 6A-14.0734

Purpose:

This procedure outlines the bid process performed by Purchasing.

Definitions:

Bid Threshold: The dollar amount of a purchase that determines if the bid process should be used.

Invitation to Bid (ITB): The document that describes the specifications, terms and conditions requiring a solicitation of competitive sealed bids from vendors, used for commodities or generic equipment at a fixed price or formula price, indefinite quantity discounted contract that would include renewal options.

Invitation to Negotiate (ITN): The document that describes the specifications, terms and conditions requiring a solicitation of competitive sealed replies from vendors, used for non-standard or customized highly complex products or contractual services when there are multiple options for achieving the desired results.

Request for Proposal (RFP): The document that describes the specifications, terms and conditions requiring solicitation of competitive sealed proposals from vendors, used for complex procurements to evaluate the qualifications and abilities of the vendor as well as have the vendor assist or provide the solution to the desired results.

Responsibility:

Department: Responsible for developing complete and concise specifications about the goods or services that are required.
**Purchasing**: Responsible for determining whether an ITB/ITN/RFP is required in accordance with the bid threshold. Purchasing is also responsible for creating the ITB/ITN/RFP if required.

**Vendors**: Responsible for preparing and submitting bids/proposals in accordance with terms of the solicitation.

**District Board of Trustees**: Approves bids over “Category Five” [FS287.017-$325,000 for 2012] prior to purchase order and/or contract being issued.

### Procedure Details:

1. Department contacts Purchasing with the specifications about the goods/services required.
2. Purchasing reviews the request and determines if an ITB/ITN/RFP is required based on Florida Statute 287.017, for category three.
3. The ITB/ITN/RFP is assembled by the Purchasing Department, advertised on the College website, and sent to all vendors on the College’s bidders’ list for that particular product or service.
4. Sealed bids are accepted in Purchasing from vendors up to the specified date and opened at the specified time. Late/Non-Conforming Bids are rejected.
5. Evaluation Committee analyzes bids/proposals and recommends an award to the lowest bidder, best qualified proposer, or committee evaluation recommendation.
6. Purchasing oversees bid process at all stages to insure legality and process compliance.
7. Purchasing submits bid to Board of Trustees for approval if required.
8. Purchasing provides instructions and copy of bidder’s proposal and pricing to requesting department.
9. Department enters requisition for product or services to awarded vendor.
10. Purchasing issues Purchase Order to vendor.

### References:

College Board Policy:

6Hx-18-4.11


6Hx-18-4.12

Florida Statutes: Chapter 287

http://flsenate.gov/Laws/Statutes/2016/287.017

SBE Rules: 6A-14.0734

Purpose:

This procedure describes the process for obtaining quotes from vendors.

Definitions:

- **Bid Threshold**: The dollar amount of a purchase that determines if the bid process must be used.
- **Category Three Purchasing Threshold**: As stated in Florida Statute 287.017, the threshold is $65,000 for the year 2018.
- **PantherNet**: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.
- **Purchase Order (PO)**: Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.
- **Quote**: An estimate given from a vendor for a product or service.
- **Requisition**: An electronic document, which requires accurate accounting information for the commitment, a description of material and/or service, the quantity, date, and estimation of cost.

Responsibility:

- **College Departments**: Submit requisition and forward any quotes to Purchasing.
- **Purchasing**: Reviews requisitions, issues requests for quote from vendors and issues purchase orders.
- **Vendors**: Submit quote to Purchasing.
Procedure Details:

1. Requisition is submitted by College department.

2. Purchasing reviews requisition to determine if the Category Three Purchasing Threshold applies and a formal bid process is required.

3. Any quote(s) obtained by the College department should be forwarded to Purchasing.

4. Purchasing analyzes and reviews quote(s) received.

5. If necessary, Purchasing solicits vendors for additional quotes.

6. Upon selection of vendor, Purchasing approves vendor quote and issues purchase order.

References:

College Board Policy: 6Hx-18-4.11:

Florida Statutes: Chapter 287:
http://flsenate.gov/Laws/Statutes/2017/287.017

SBE Rules: 6A-14.0734:
Purpose:

To document the process for entering into a contract with an external entity.

Definitions:

Acceptance: Can be a written acknowledgement of the purchase order (PO) or the shipment of the goods or commencement of the work.

Consideration: What one party gives to another party for successful completion of the contract (usually money).

Contract: An agreement that is the result of an offer, acceptance, and consideration which must be in writing if over $500 to be valid.

Offer: Can be an offer to buy (e.g., PO) or an offer to sell (e.g., quote or proposal).

Responsibility:

Requesting Department: Describes in detail the item(s) to be purchased or service to be provided.

President, Vice President (VP) of Administration and Business Services, Controller, and Procurement Director: College representatives who are authorized to enter into and/or sign a contract.

Procedure Details:

1. Requesting department reviews contract which describes the scope of work (SOW) from vendor and forwards it to VP of Administration and Business Services who
reviews/updates terms and conditions or forwards to another authorized College signatory.

2. The contract is signed by both parties (i.e., College and vendor).

3. If contract is valued at $325,000.00 or greater, the District Board of Trustees must approve the contract.

➢ References:

Accounting Manual for Florida’s College System:


College Board Policies: 6Hx-18-4.11


Florida Statutes: Chapters 110-122

http://www.flsenate.gov/Laws/Statutes/Chapter_287

http://www.flsenate.gov/Laws/Statutes

SBE Rules: 6A-14-0734

 ➢ **Purpose:**

This procedure identifies the steps involved for initiating a change to a Purchase Order (PO).

 ➢ **Definitions:**

**Change Order:** Making specific changes (quantity, unit price, description of an item) to a PO.

**PantherNet:** The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

**Purchase Order (PO):** Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

 ➢ **Responsibility:**

**College Department Representative:** Responsible for notifying the Purchasing Office’s Buyer via email with request to change a PO.

**Budget Manager:** Responsible for verifying budget availability.

**Purchasing:** Responsible for making the change in PantherNet and providing the vendor with the Change Order.

 ➢ **Procedure Details:**

1. Department Representative emails Buyer and Budget Manager of required change to PO.

2. Buyer makes required change to PO.

3. Buyer notifies vendor of changes to PO.

4. Buyer notifies Department Representative that PO has been changed.
References:

Florida Statutes:

Chapter 287

http://flsenate.gov/Laws/Statutes/2016/Chapter287

Chapter 1010.04

http://www.flsenate.gov/Laws/Statutes/2016/1010.04

SBE Rules: 6A-14.0734

Purpose:

Certain items require special approval prior to purchase order release; this procedure identifies these items and explains the steps to obtain the proper approval.

Definitions:

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Purchase Order (PO): Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

Requisition: An electronic document, which requires accurate accounting information for the commitment, a description of material and/or service, the quantity, date, and estimation of cost.

Special Approval: Additional approval is required for purchases described in the procedure details below.

Responsibility:

College Departments: Responsible for conveying the details of products and/or services desired for approved College activities to Purchasing by entering the appropriate type of requisition into PantherNet.

Approvers: Personnel within a department who are responsible for approving requisitions (e.g., Department Head/Supervisor, Budget Manager, Controller/Assistant Controller, Provost, Facilities Manager/Director, etc.).

Vice President (VP) of Administration, Chief Information Officer, and/or Safety and Risk Manager: Responsible for final approval prior to PO being processed for items requiring special approval.
Purchasing: Responsible for reviewing the requisition and determining what, if any, steps are required prior to converting the requisition to a PO.

➢ Procedure Details:

1. Department representative contacts the appropriate area for approval to purchase:
   a. Information Technology (IT) items (e.g., keyboards, monitors, mice, etc.) need approval from IT.
   b. Capital outlay items need approval from the VP of Administration & Business Services.
   c. Ergonomic assessment products need approval from Safety and Risk Management.
   d. Any item with College logo needs approval from College Relations and Marketing.
   e. Cleaning products and electrical appliances need approval from Facilities.
   f. Fax machines and cameras need approval from Purchasing.
   g. Flowers and/or telegraphic condolences need approval from Purchasing.
   h. Presentment of plaques for outstanding service need approval from Purchasing.
   i. Entertainment for visitors need approval from Purchasing.
   j. Refreshments (e.g., coffee, doughnuts, etc.) need approval from Purchasing.
   k. Decorative items (e.g., globes, statues, potted plants, picture frames, etc.) need approval from Purchasing.
   l. Any furniture purchases or configurations including chairs need to be approved by Purchasing and District Facilities.

2. Department representative enters the department requisition type in PantherNet (see procedure PRO-PUR-001).

3. The requisition follows an approval path including the VP of Administration, the Chief Information Officer, and/or the Safety and Risk Manager prior to being sent to Purchasing for final approval. Approvers review and authorize or reject the requisition.

4. Once the requisition has been approved by all approvers, it is forwarded to Purchasing.

5. Purchasing staff confirms approval has been granted for the special purchase.

6. Once all steps have been completed by Purchasing, the requisition is converted to a PO.

7. The PO is sent to the vendor from the Purchasing Office.

➢ References:

Accounting Manual for Florida’s College System:
College Board Policies: 6Hx-18-4.11


Procurement Procedure: PRO-PUR-001 (Purchasing Requisition Processing)

http://www.palmbeachstate.edu/Procurement/Documents/PRO-PUR-001-PurchasingRequisitionProcessing.pdf

Florida Statutes; Chapters 110-122

http://www.flsenate.gov/Laws/Statutes

Chapter 287

http://www.flsenate.gov/Laws/Statutes

SBE Rules: 6A-14-0734

**PROCUREMENT**

**PROCEDURE MANUAL**

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- **Purpose:**

  This procedure outlines the process for ordering office supplies.

- **Definitions:**

  **General Ledger Classification (GL Code):** Code used to specify the type of transaction or account. GL Codes are found in the [Accounting Manual for Florida’s College System](#).

  **Office Supply (OS):** Requisition type used for ordering office supplies with no electronic receiving in PantherNet required.

  **Organizational Unit (ORG):** Coding within the budget structure that allows for clear identification of an area of responsibility and managerial responsibility/authority. These areas of responsibility may also be referred to as divisions, departments, sections, or offices. The numbering of the organizational units is found in the [Accounting Manual for Florida’s College System](#).

  **PantherNet:** The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

  **Purchase Order (PO):** Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

  **Requisition:** An electronic document, which requires accurate accounting information for the commitment, a description of material and/or service, the quantity, date, and estimation of cost.

- **Responsibility:**

  **Department Representative:** Enters an OS type blanket requisition into PantherNet (one per ORG and GL code). The department is also responsible for placing and accepting the office supply orders once the PO is issued by Purchasing.
**Purchasing:** Converts the requisition into an OS type blanket order.

**Accounts Payable:** Pays invoices for supplies delivered.

➤ **Procedure Details:**

1. Department representative verifies that funds are available in the appropriate ORG and GL Code.
2. Department representative enters the office supply requisition type OS into PantherNet on a yearly basis. The amount of the requisition needs to be sufficient to cover purchases through the end of the fiscal year.
3. The requisition is subject to the normal approval process prior to review and processing by Purchasing.
4. If approved, a PO is created and notice is forwarded to the department representative to use for ordering from the Office Depot (OD) website.
5. All items being ordered will be reviewed by Purchasing. Once approved by Purchasing, the order will be processed by Purchasing.
6. Supplies are delivered directly to the department representative. Deliveries usually arrive the following business day.

➤ **References:**

Accounting Manual for Florida’s College System:


College Board Policy: 6Hx-18-4.11


Florida Statutes: Chapter 287

[http://flsenate.gov/Laws/Statutes/2016/Chapter287](http://flsenate.gov/Laws/Statutes/2016/Chapter287)
PROCUREMENT

PROCEDURE

MANUAL

TITLE:
Central Campus Warehousing/Receiving – Tracking System

NUMBER: PRO-WHS-001

VERSION: 02

ISSUED DATE: 9/28/2010

REVISION DATE: 2/14/2013

➢ Purpose:

Document the steps taken to verify receipt of items and track delivery to requestor.

➢ Definitions:

**Invoice**: Non-negotiable commercial instrument issued by seller to buyer. Also called a bill of sale or contract of sale, it identifies both trading parties and lists, describes, and quantifies the items sold, provides shipment date and mode of transport, prices and discounts (if any), delivery and payment terms.

**Receiving Record**: An electronic record in PantherNet that reflects the quality, quantity, and condition of incoming goods.

**Packing List**: The document included with the shipment which lists the quantities and descriptions of the shipped items.

**PantherNet**: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

**Purchase Order (PO)**: Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

**Receiving Scanning System**: Computer system utilizing barcode technology to track receipt and delivery of items.

➢ Responsibility:

**College Departments**: In some cases, the individual department may receive the items, based on the type of purchase ([PRO-PUR-001](#)). The department is then responsible for notifying Central Receiving via email that the item has been delivered.
Receiving Department: Responsible for delivery verification and Receiving Record completion.

Procedure Details:

1. Central Receiving physically receives delivered items.

2. Central Receiving reviews incoming shipments for accuracy based on PO.

3. Central Receiving matches the items received the Receiving Record in PantherNet.


5. Central Receiving delivers item to appropriate individual.

6. Appropriate individual signs hand held scanner acknowledging receipt.

7. Receiving Scanning System stores receipt and delivery information.

8. If items are delivered to the College Department, the following steps are required:
   a. College Department reviews the shipment for accuracy based on PO.
   b. College Department notifies the Central Receiving via email (centralreceiving@palmbeachstate.edu) to indicate the items from the PO that have been delivered.
   c. Central Receiving matches the items received the Receiving Record in PantherNet

References:

Accounting Manual for Florida’s College System:


Florida Statutes: Chapter 1010.04

http://www.flsenate.gov/Laws/Statutes/2016/1010.04

SBE Rules: 6A-14.0734