

Purchasing and Accounts Payable: From Requisition to Payment

September 16, 2026

District Opening Day



FOOTHILL-DE ANZA
COMMUNITY COLLEGE DISTRICT

AGENDA

- Buying Goods or Services
- Exceptions to Bidding
- Contracts
- Insurance
- Submitting a Requisition
- Accounts Payable
- ProCard Policies & Guidelines



Buying Goods or Services – BP/AP 6330/6340

- HOW MUCH IS THE PURCHASE?

California Public Contract Section 20651 requires community college districts to publicly bid and award contracts for the purchase of equipment, materials, supplies, or services when the cost exceeds the bid threshold set by the California Community Colleges Board of Governors.

- **Goods or Services: Bid Threshold (2026) = \$119,100**
(PCC 20651)
- **Public Works (CUPCCAA): Bid Threshold = \$75,000**
(PCC 22030 – 22045)
- Purchases exceeding this amount requires a competitive public bid process (RFP or BID) unless a statutory exception applies. Contact Purchasing for assistance.
- CONSEQUENCES: Invalid contracts, financial exposure, audit findings, and legal action.



Buying Goods or Services

- KNOW THE TOTAL COST – Must include the following:
 - Base cost of the goods or services
 - Taxes, shipping, freight, and delivery
 - Installation, setup, and other related costs
 - The bid threshold is based on the total cost of the contract over its entire term, including all renewal options (e.g., a 5-year contract).



Common Exceptions To Bidding

- **Piggyback:** PCC 20652 - Contracts already competitively bid and awarded by another public agency. District can “piggyback” under the same terms, conditions, and pricing.
 - COOPERATIVE AGENCIES: OMNIA, NASPO, Sourcewell, TIPS
 - Can only be used for goods with incidental services component (approx. 10%).
- **California Multiple Award Schedule (CMAS):** PCC 10298/10299 - leverage competitively awarded federal contracts allowing public agencies to purchase goods and IT services.
- **Special Services:** GC 53060 - contract for specialized professional services without competitive bidding when the provider has specialized knowledge, expertise, or skill. Examples include legal, accounting, financial, engineering, and other professional or specialized services.



Common Exceptions To Bidding



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

- Designed specifically for California Community Colleges. Fully vetted for compliance with state contracting requirements. Discounted pricing across technology, furniture, software, and services. Fast, compliant alternative to running a full bid process. <https://purchasing.collegebuys.org/>
- Can be used for both goods and services (PCC 20661)



Other Exceptions To Bidding

- Energy Service Contracts (GC 4217.10)
- Sole Source Purchasing
- Emergency Repairs (PCC 20654)
- Textbooks and Educational Materials (Ed Code 81651)
- Perishable Foodstuffs (PCC 20660)
- Futility (*Hiller v. City of Los Angeles* (1961), *Graydon v. Pasadena Redevelopment Agency* (1980))
- Small Business (PCC 20651.2)



How to Buy Goods

- Definition: Tangible items such as office supplies, furniture, computers, equipment, and packaged meals. This also includes intangible goods such as software, licenses, and subscriptions.
- STEP 1 – Obtain a Written Quote
 - Quote must be unexpired or dated within 30 days.
 - Under \$20,000: One Quote
 - \$20,000 up to the bid threshold: At least three (3) quotes
 - Multiple quotes are not required when purchasing under an approved piggyback agreement.
- STEP 2 - Submit a Requisition
 - Upload the quote(s).
 - Submit the Requisition for approval.
- STEP 3 – Purchasing Issues the Purchase Order (PO)
 - Once the Requisition is approved, Purchasing reviews the Requisition and issues the Purchase Order to place the order.
 - Do not place the order directly with your vendor.



How to Buy Services

- Definition: Work performed by a person or company, such as consulting, training, design, marketing, repairs, installation, catering, or ongoing support.
- STEP 1 - Contract and Insurance
 - Obtain a fully executed contract signed by the vendor and an authorized District representative.
 - Include the proposal, quote, or scope of services.
 - Obtain insurance based on the type of work.
- STEP 2 - Submit a Requisition
 - Upload the contract, proposal/quote, insurance documents, and other required supporting documentation.
 - Submit the Requisition for approval.
- STEP 3 – Purchasing Issues the Purchase Order (PO)
 - Once the Requisition is approved, Purchasing reviews the Requisition and issues the Purchase Order.
 - Do not authorize work until a valid PO has been issued.



Contracts – What, Why and When?

- **WHAT** - A written agreement defining the parties' obligations.
- **WHY** - Protects all parties involved and establishes scope, price, term, responsibilities and risk allocation. (AP 6340)
- **WHEN** - Generally required when purchasing SERVICES such as repairs, consulting, training, or goods with a service component.



Contracts – District Templates

- **AGREEMENT FOR SERVICES (AFS)** - For professional services such as consulting, technology, engineering, legal, repairs, or specialized training. Insurance required. Do not use for Public Works.
- **LIMITED ENGAGEMENT AGREEMENT (LEA)** – For speakers, performing arts, or workshops that are non-recurring and short in duration. (i.e., a few hours to a day or two) Insurance not required.
- **PUBLIC WORKS AND MAINTENANCE AGREEMENT (PWM)** - For Public Works such as construction, repairs, or maintenance on District facilities less than \$75k in accordance with CUPCCAA. Vendors must be licensed contractors and registered with DIR. Contract amounts greater than \$75k require a public bid.
- **OTHER:** Transportation Services Agreement, Referee Services Agreement, Vendor Agreements.

***VENDOR CONTRACTS:** Do not use a vendor's contract until reviewed by the Director, Purchasing, Contracts, and Risk Management (AP 6340)



Contracts – Who Can Sign?

Type of Purchase	Dollar Amount	Who Has Authority
Supplies, Materials, Equipment & Services (Category A)	Up to \$5,000	Vice President Director Executive Director Chief of Police Dean Manager Supervisor
	Up to \$20,000	Chancellor President Vice Chancellor VP Finance and Administration Executive Directors of OEI, Facilities, Foundation, Fiscal Services, Intl' Student Program
	\$20,000 to \$119,100 (2026)	Vice Chancellor, Business Services Director, Purchasing, Contracts, & Risk Mgmt. Senior Buyer
	Over \$119,100 (2026)	REQUIRES BOARD APPROVAL - Vice Chancellor, Business Services Director, Purchasing, Contracts, & Risk Mgmt.
Public Works: Construction, Repairs & Maintenance (Category B)	Up to \$75,000	Senior Buyer
	\$75,000 to \$220,000	Vice Chancellor, Business Services Director, Purchasing, Contracts, & Risk Mgmt.
	Over \$220,000	REQUIRES BOARD APPROVAL – Vice Chancellor, Business Services Director, Purchasing, Contracts, & Risk Mgmt.
No Cost or Revenue Generating	NA	Use No-Cost Routing Sheet, signed by Vice Chancellor, Business Services



Insurance – What, Why, When?

- **WHAT:** Insurance is a contract between a policyholder and an insurance company, where the policyholder pays premiums in exchange for coverage against specific risks such as property damage, accidents, theft, or professional errors. Insurance helps provide a source of funds to support the vendor's financial obligations and protect against covered claims.
- **WHY:** Transfer the risk to the vendor. Insurance covers the financial obligations in indemnification clauses—ideally paid by the vendor's insurance, not the District's.
- **WHEN:** Insurance is required when vendor activities create risk to the District (e.g., equipment repairs, transportation, installation, consulting, catering, and facility use. Covers claims such as property damage, injuries, or professional errors.



Insurance – What Coverage May Be Required?

- **Commercial General Liability** – covers bodily and personal injury, property damage, advertising injury. \$1 mil per occurrence, \$2 mil aggregate. District must be named as additional insured.
- **Auto Liability** – covers auto related injuries and property damage. \$1 mil per occurrence. Not required if vendor is working remotely.
- **Worker's Compensation** – covers the vendor's employees for injury. Not required for vendors without employees.
- **Professional Liability** – required for work that involves knowledge. Covers errors and omissions, bad advice. \$1 mil per occurrence, \$2 mil aggregate.
- **Cyber Liability** – required when work involves sensitive District data, personally identifiable information (PII). \$1 mil per occurrence, \$2 mil aggregate.



SAMPLE COI

Carrier Name
Vendor Name
Coverages

Description of Operations:

Foothill-De Anza Community College District, its trustees, officers, agents, employees, and volunteers, individually and collectively, are named as additional insureds on general liability policy as per attached endorsement.

Certificate Holder:

Foothill-De Anza Community College District
12345 El Monte Rd.
Los Altos Hills, CA 94022

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT	
	NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS:	FAX (A/C, No):
INSURED	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
ITEM LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFFECT DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)
	COMMERCIAL GENERAL LIABILITY				
	☐ CLAIMS-MADE ☐ OCCUR				
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:				
	AUTOMOBILE LIABILITY				
	☐ ANY AUTO ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS				
	☐ HIRED AUTOS				
	UMBRELLA LIAB	☐ OCCUR ☐ CLAIMS-MADE			
	EXCESS LIAB	☐ RETENTIONS			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A			
	If yes, describe under DESCRIPTION OF OPERATIONS below				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					

LIMITS	
EACH OCCURRENCE	\$
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
MED EXP (Any one person)	\$
PERSONAL & ADV INJURY	\$
GENERAL AGGREGATE	\$
PRODUCTS - COMPOD AGG	\$
COMBINED SINGLE LIMIT & ACCIDENT	\$
BODILY INJURY (Per person)	\$
BODILY INJURY (Per accident)	\$
PROPERTY DAMAGE (Per accident)	\$
EACH OCCURRENCE	\$
AGGREGATE	\$
PER STATUTE	OTHER
E.L. EACH ACCIDENT	\$
E.L. DISEASE - EA EMPLOYEE	\$
E.L. DISEASE - POLICY LIMIT	\$

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Term

Limits

IMPORTANT!

The COI Acord page alone is not sufficient.
COI must include required endorsements.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

1 CONTRACT



COI ENDORSEMENTS

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and (included in the "products-completed operations hazard").

Submitting a Requisition - AP 6330

- Clearly describe what you are purchasing.
 - Enter description of goods or services.
 - Enter vendor name and Banner ID.
 - Enter the cost and FOAP.
 - For what department and campus?
 - Use Document Text to provide information or special instructions to Purchasing.
- Upload supporting documentation.
 - For Goods - Unexpired quote or dated within 30 days.
 - For Services – Fully executed agreement and insurance if applicable.
 - Vendor's W9 if a new vendor.
- Refer to Purchase Requisition Manual



Accounts Payable

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FOOTHILL-DE ANZA
COMMUNITY COLLEGE DISTRICT

DIRECT PAY REQUEST (AP 6330)

- Direct Pay is limited to specific payment types that do not require a Purchase Order.
 - Employee or student reimbursements for eligible, previously authorized purchases
 - One-time fees such as conference/event registration, memberships, and annual dues
 - Limited Engagement Agreements up to **\$5,000** with a one-time payment
 - Other specifically authorized payments listed on the Direct Pay Request Form
 - The maximum Direct Pay amount is generally \$5,000 unless an exception applies.
- Supporting Documentation
 - Attach invoices, receipts, LEAs, or other documentation supporting the payment.
- Direct Pay cannot be used to circumvent Purchasing requirements.
 - If the payment is not specifically authorized under the Direct Pay policy, submit a **Requisition to Purchasing for a Purchase Order**.



TRIP VOUCHER

- Submit the Trip Voucher after returning from travel and within 90 calendar days of the trip.
 - **April-June travel expenses must be submitted by July 15.** This deadline is required to ensure expenses are charged to the appropriate fiscal year.
 - Submit travel expenses before the fiscal year closes. Prior fiscal year travel expenses will not be processed or reimbursed.
- Include the required supporting documentation.
 - Detailed receipts/invoices should identify the vendor, date, item or service, amount, and payment method.
 - Meal per diem claims require the Trip Voucher and applicable conference, meeting, workshop, or event agenda.



PURCHASE ORDER: Use The PO For Payment

- Reference the Purchase Order number on all invoices submitted for payment.
 - This allows Accounts Payable to match the invoice to the authorized purchase.
 - Make sure the invoice reflects the vendor, goods/services, and amounts on the PO.
- Use an Open Purchase Order for recurring purchases. (EE Prefix on PO#)
 - Submit invoices against the existing open PO rather than creating a new payment request for each purchase.
 - Monitor the remaining PO balance and notify Purchasing if additional funds are needed.
- If a Purchase Order was established, use the PO to process the payment.
 - Do not submit a Direct Pay Request for an invoice that should be paid against an existing PO.
 - Direct Pay is limited to specifically authorized payment types and should not be used as an alternative to an existing PO.



Other Authorized Purchasing Options

- When a Purchase Order is not required:
 - Purchase of supplies through Amazon Business or ODP (Office Depot).
 - ProCard – Authorized purchases with a District issued credit card.
 - **NOTE:** Services require a Purchase Order, contract, and insurance.

All Purchases Must Be Paid

FINAL STEP - Obtain the vendor invoice and submit it to Accounts Payable for payment, regardless of the purchasing method used. **It is the end user's responsibility to ensure invoices are processed timely. Failure to do so may result in the revocation of Purchasing privileges.**

P-Card Purchases: Upload all receipts and supporting documentation to Bank of America Works each month for reconciliation and audit purposes.



ProCard Policies & Guidelines

September 16, 2026
District Opening Day



FOOTHILL-DE ANZA
COMMUNITY COLLEGE DISTRICT

ProCard Timeline & Next Steps

● Completed

○ Upcoming



MAY 2026

User Training

3

IN-PERSON TRAININGS

5

OFFICE HOUR SESSIONS

10

AD HOC SESSIONS



JUNE 2026

Early Implementation

- EARLY IMPLEMENTER ROLLOUT
- PROCARD CONTRACT APPLICATIONS



JULY 2026

Full Implementation

96% (CS 99%)

OVERALL COMPLIANCE RATE

8

TRANSACTIONS SWEPT

624

MONTHLY TRANSACTIONS

- FULL ADOPTION ACHIEVED ORGANIZATION-WIDE



AUGUST 2026

August

86%

OVERALL COMPLIANCE RATE

92

TRANSACTIONS SWEPT

640

MONTHLY TRANSACTIONS



BEGINNING OCT 2026

What's Ahead

CHANGE MANAGEMENT

- GLOBAL CARD ACCESS LOGIN MIGRATION — 144 PENDING MIGRATION

NON-COMPLIANCE ENFORCEMENT BEGINS

- SWEEP COUNT
- CARD SUSPENSION

For updates and announcements, see [SUPPORT PAGE](#) on MyPortal or business services [WEBSITE](#).



ProCard – Allowable Uses

- **Travel Expenses:** Airfare, rental cars, hotel lodging, and taxi/rideshare fares.
- **Conference Registration:** Registration fees for approved conferences, seminars, and training events.
- **Office Supplies:** Supplies purchased for District business and shipped to a **District or campus address.**
- **Computer Peripherals Under \$150:** Items such as cables, connectors, webcams, and similar peripherals.
- **Not Sure?** Email procard@fhda.edu before making the purchase.



ProCard – Prohibited Uses

- **Food & Beverage:** Not permitted, except for approved student-focused events hosted by campus programs with prior approval.
- **Gas for Personal Vehicles:** Not permitted
- **Large Office Equipment:** Purchase through a **Purchase Order** rather than a P-Card.
- **Services:** Services of any type must be processed through the appropriate **contract and Purchase Order**.
- **Technology Equipment:** Laptops, computers, monitors, printers, and other technology equipment must be purchased through the appropriate procurement process.
- **Software:** Not permitted without **prior approval from ETS**.



ProCard – Audit & Statement Process

- Reconcile all ProCard transactions in Bank of America WORKS by the end of each month.
 - Submit receipts and supporting documentation.
 - Verify and confirm the correct FOAP codes.
 - Obtain supervisor approval for all transactions
- Cardholders are responsible for ensuring all transactions are legitimate District expenses and within budget.
- Every transaction must be supported, coded correctly, and approved each month.
- Failure to complete monthly reconciliation requirements may result in loss of ProCard privileges.
 - Failure on three separate occasions within a two-year period will result in cancellation of the cardholder's account.



Important Changes and Takeaways

- BofA Log-in Change as of 9/9/26- Global Card Access
- Noncompliance enforcement – Beginning in October for September transactions
- For future updates, see [support](#) page on myPortal or Business Services [website](#)
- For additional questions, please email procard@fhda.edu.



QUESTIONS?

