

## Equipment Procurement Procedure

*Employees shall not authorize or make any purchases or incur any charges contrary to the District policies and procedures and applicable legal requirements. Employees who make purchases in advance of having an approved requisition may be personally liable for the charges. Vendors are expected to be knowledgeable regarding the District's procurement practices.*

### Purpose

Purchasing of technology based materials, goods and services at Napa Valley College must focus on achieving the best value, consistent with the required performance or functionality, while upholding the highest legal and ethical standards of responsible business and procurement practices. Napa Valley College recognizes the importance of good supplier relationships and will make every effort to ensure technology procurement processes:

- Promote fair and equitable treatment of all vendors
- Foster long term supplier relationships
- Ensure transparency of the open and competitive procurement process
- Adhere to internal policies and procedures for making any technology purchases

### Process

1. All technology purchases require an approved purchase requisition.
  - a. A purchase requisition is a purchase request completed by assigned employees (initiators) within the District's various departments.
  - b. The department initiator completes a Purchase Requisition and it is then routed through the approval hierarchy.
  - c. Depending on the department, a Purchase Requisition may require several individuals to approve the purchase request including, but not limited to, the department budget manager and Fiscal Services.
2. When preparing a Purchase Requisition, the initiator must select an existing vendor.
  - a. If the user wishes to use a vendor who is not currently listed in the system, please place the vendor information in the comment section of the requisition.
  - b. Fiscal Services will register a new vendor into WebAdvisor after the vendor submits a fully completed Internal Revenue Service (IRS) W-9 form.
  - c. Once the new vendor exists in Colleague, then the Purchase Requisition initiator may select that vendor for the purchase request. The methods of source selection commonly used by Napa Valley College to acquire materials, equipment and services are in accordance with BP and AP 6330 and 6340
3. All purchases of computer equipment, phone equipment, network equipment and software must be reviewed and approved by Institutional Technology.
4. All orders must be submitted through the College's requisition and purchase order process, and a purchase order number must be assigned prior to confirming order.
5. No computer equipment or software will be purchased via personal credit cards and checks. Reimbursements are intended for travel, not technology.
6. Technology cannot be purchased using district purchasing cards, per the signed agreement with each card holder. Items that can only be purchased online can be purchased by Institutional Technology via a specifically designated purchasing card after the purchase order is ready.

7. All deliveries of technology based equipment must be received, inventoried and configured by Institutional Technology prior to deployment.
8. All items will be signed for when delivered by Institutional Technology. All replaced items are brought back to Institutional Technology.

**Review/needs assessment**

A department starts the process of ordering technology items by submitting a work order via email to [support@napavalley.edu](mailto:support@napavalley.edu). Institutional Technology will contact the requester and conduct a 'needs assessment' that will include any supplemental items and that evaluates the environment in which the item will be used: e.g. heat, dust, travel. IT will then obtain and forward quotes to the interested department. Note: Some requests may be handled by a part rather than a replacement unit. Some items will require accessories or supplies. Institutional Technology approval is required to ensure that minimum standards are being met and to confirm that the item will work in the environment and to allow potential coordination with other purchases that could save money.

**Ordering**

After needs are properly assessed, and a quote has been received, a department submits an online requisition with the makes and models, and quote information for all items to be purchased. Every purchase order request is reviewed by the NVC business office to ensure that the review process was followed. The purchase order is declined if not, and the department is informed how to remediate any problems. Once a PO has been successfully processed, the NVC business office will send the PO and quote information to IT (or requesting department if appropriate) for order processing.

**Receiving**

All deliveries will be checked in by the NVC facilities department, and forwarded to IT. Once items have been inventoried, and configured if needed, Institutional Technology will schedule delivery.

**Delivery:**

Upon delivery, a form with the item or list of items is presented and signed to document receipt and transfer of accountability. Replaced items are returned to inventory for surplus or re-deployment.