

## **Special Purchases**

The following paragraphs provide additional information on certain types of purchases.

**Bookstore Purchases:** The CCRI Bookstore is a non-taxable enterprise which allows departments to purchase in-stock CCRI logo items, textbooks and limited computer software\*. The use of the Bookstore for other purchases due to its non-taxable status would create unfair competition to vendors.

**To request items from the Bookstore:** Enter a requisition in the Banner system, using the Bookstore as the vendor (Banner ID # 91001932). Item description should include detailed information describing the item(s) to be purchased. Once the requisition goes through the approvals process, Purchasing will create a Purchase Order. The requesting department will receive a copy of the PO, which should be hand carried to the Bookstore when making the actual purchase. *The bookstore is not permitted to release goods without a CCRI Purchase Order.*

**Blanket requests:** Blanket PO's can be issued to the Bookstore for textbook purchases. The user department shall enter a requisition in the Banner system indicating in the Document Text the time period the request will cover. The item description should read "Text Book Blanket" (department can include specific book title(s) if this information is available). Once the requisition goes through the approvals process, Purchasing will create a Blanket Purchase Order. The requesting department and the Bookstore will each receive a copy of the Blanket PO.

\*Please refer to the section titled Special Approvals, Computer Equipment as all computer-related purchases require CIO approval.

**Bus Trips:** For local trips, use the state MPA vendor to obtain a quote. Use this quote as the attachment for your Banner requisition. When a purchase order is printed, it will be sent to the vendor and the department. Purchasing will confirm receipt of the purchase order with the vendor at that time. The department should follow up with the vendor directly as the trip approaches.

For trips requiring coach buses, a requisition should be entered in the Banner system so that Purchasing can bid the service. When a purchase order is printed, it will be sent to the vendor and the department. Purchasing will confirm receipt of the purchase order with the vendor at that time. The department should follow up with the vendor directly as the trip approaches.

**Business/Appointment Cards:** The Purchasing Department bids a contract to print business/appointment cards to one company for a period of time. In order to purchase cards, a Banner requisition must be entered and include the employee's name and Banner ID number. The following options are available:

- Business cards – one sided
- Business cards – two sided; business info on front, appointment card on back
- Appointment Cards – one sided
- Appointment Cards – two sided

In addition, a Business Card Order Form must be completed and forwarded to Purchasing. Please note the Banner requisition number on this form. The form is available on the Purchasing Department's website:

<https://www.ccri.edu/financeandstrategy/businessoffice/purchasing/purchasinginstructionsB9.html>

**Copy Paper:** CCRI purchases 8.5"x11" white copy paper in bulk for all campuses. Departments can request delivery of cartons of paper using the Physical Plant work order system.

On the CCRI's home page, click on the link for "Faculty & Staff" on the left side of the screen. In the column titled "Working at CCRI", select "Physical Plant Work Orders". Complete the "Service Center" form. Fields marked with an asterisk are required fields. In the "Type of Request" field, choose "Copy Paper Delivery". Be as specific as possible with the room number and location details to ensure paper is delivered to the proper place.

**Food Services:** Food Service request forms, instructions and state compliance requirements are located on the Business Office webpage:

<https://www.ccri.edu/financeandstrategy/businessoffice/purchasing/>

Note: As of January 1, 2011, a Purchase Order is required.

**Memberships/Dues:** Requests for new Institutional Memberships must be sent to the Business Office. Include a letter explaining the organization's purpose and how it will benefit the College. The request is forwarded by the Business Office to the President's Council for approval. All new/renewal membership or subscription invoices should be forwarded to the Business Office with the requisition number noted on the invoice. Memberships are for college affiliations only, not personal per IRS Tax Code.