

# Frequently Asked Questions (FAQs)

## General Ledger Account Numbers

1. Could you please provide a detailed description of accounts and the types of expenses that can be paid with each? It is unclear to me which object code to use for software, databases, online access, subscriptions, etc.

Answer:

The general ledger (GL) account is a numerical sequence consisting of the following elements:

- 1) Fund: a two-digit code that identifies the funding source.
- 2) Project: a four-digit code that identifies a specific purpose.
- 3) Taxonomy of Programs (TOPS): a six-digit code used at the state level to collect and report information on programs and courses.
- 4) Department: a five-digit code that identifies the responsible department within the District.
- 5) Object Code: a four-digit code that identifies the type of expenditure.

A [Chart of Accounts](#) is available on the Accounting/Fiscal Services Intranet page. Simply select Fiscal/Accounts Payable Forms, and locate the General Ledger category. For more budget or general ledger information, please visit Business Operations/Fiscal Services on the District website, select Fiscal Services, Fiscal Services Resources, and click on [Fiscal Services FAQ's](#).

For GL account string or object code questions, please contact the college campus Administrative Services Department for assistance, and for other related questions, please contact the [Fiscal Services](#) Department.

## Early Planning for Purchase Requisitions

2. What is recommended when our department needs change rapidly and it is not possible to plan ahead?

Answer:

We understand unavoidable circumstances may arise and prevent departments from planning ahead for purchase requisitions. Any requisitions submitted after the purchasing deadlines risk delivery after the receive by dates and may result in PO cancellation. Exceptions to the purchasing deadlines are solely permissible for emergency work as defined by the [Dollar Amount Limitations for Procurement](#).

For requests involving facilities, please contact the respective campus vice president of administrative services.

3. Planning ahead for project deadlines in the athletics department is not always attainable. There are medical instances, such as unique knee injuries that require speedy order delivery. Aside from sourcing a reliable vendor with speedy delivery, what is recommended in these situations?

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Answer:

Departments with unusual circumstances are encouraged to contact their assigned buyer to discuss possible solutions. Alternatively, departments can verify with vendors if blanket purchase orders are an acceptable form of payment to reduce order processing and delivery lead times. Athletic departments seeking vendor contact information, and for any medical related concerns please contact [Risk Management](#).

### Report Repository

4. Where can I view the GL0010 Budget Recapitulation report?

Answer:

For budgetary reports including General Ledger (GL) 0010, please visit the [Datatel Online Repository](#). Simply log in utilizing your Colleague (formerly Datatel) credentials. Once signed-in, the repository will display a list of reports based the user's credentials.

The GL0010 report displays the most update budget balance, actuals, and encumbrance amounts. For assistance with these reports, please contact the respective campus Administrative Services Department or [Fiscal Services](#).

### Cooperative Contracts

5. Would you please explain Cooperative Contracts and a department's ability to utilize vendors with these state-wide agreements in place? And does this include Office Depot orders?

Answer:

Cooperative contracts, also known as cooperative procurements are agreements between the government and business created in order to lower costs of procuring goods and/or services that are available for use by K-12 and CA community college districts. Please reference Board Policy and Administrative Regulation 6332 and 6330 for purchases of goods and services from competitively bid contracts awarded by other governmental organizations that meet state law requirements for competitive bidding and have a Participation Agreement in place with the state of California. The District is currently utilizing the following:

- California Multiple Award Schedules (CMAS)
- College Buys – Foundation for California Community Colleges (FCCC)
- WSCA/NASPO Value Point
- The General Services Administration (GSA) Purchasing Cooperative

### District Administrative Regulations and Board Policies

6. Where can I find the District's Board Policy (BP) and Administrative Regulation (AR) for Record Retention and Destruction?

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Answer:

Both the Record Retention and Destruction BP and AR 3310 can be found on the District website, by selecting Board Policies from the Trustees in the header.

7. What is Administrative Regulation (AR) 6150? Is it considered a law or Board directive?

Answer:

Board Policy 6150 is a Board directive and procurement law identified in Government, Education, Public Contract, and Labor Code laws. AR 6150 serves to identify how the policy established by the Board of Trustees will be achieved.

### Records storage

8. Can any department store documents at Schick Records Management? And is there any cost?

Answer:

The budgetary unit responsible for document storage at Schick Records Management is Purchasing Services. Every year both the Warehouse and Purchasing Services review a list of stored files to identify documents exceeding the retention period for destruction. All departments are encouraged to specify a destruction date on all record boxes for storage per the retention policy.

In 2019, Purchasing Services transitioned from paper-based to digital documents to reduce hard copies in storage. Prior purchase orders within the District's retention period are available on the H-drive as shown below. The District's goal is to transition from paper to electronic records Districtwide in the near future.

If your department is located at the District Operations Center, select the following folders: Department Directories, followed by PO Archive.

If your department is located at Santa Ana College, Santiago Canyon College and other centers, select the following folders: Shortcut to DOC H Drive, Department Directories, and lastly PO Archive.

### Project dates

9. Our department tries to plan ahead but things come up between March 1st and June 30th. For example, what if our computers stop working and we have to purchase new ones, would that be an exception?

Answer:

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Departments can contact the [ITS help desk](#) to report any technical equipment issues and inquire about other available options during equipment down time such as equipment loaners.

Any requisitions initiated or submitted incomplete after the purchase requisition (PR) deadlines will be reviewed for approval at the Chancellor's Cabinet level. For a list of deadlines, please view the [general](#) and [special](#) funds PR deadline memos.

10. Many of our grants come from the California Community Colleges Chancellor's Office (CCCCO) and we are given up to June 30th to spend the funds, how do we handle these situations? Also, we have outreach events that take place between March and June, how do we handle the early purchase requisition deadlines with these purchases?

Answer:

The purchase requisition deadlines factor in departmental planning and purchasing processing time for requisitions. Requisitions received after the deadlines push out vendor lead times and risk delivery after receive by project dates. For assistance with special project planning, please contact [Resource Development](#).

11. What about projects that have different "fiscal" timeframes?

Answer:

Project numbers with a June 30<sup>th</sup> end date require purchase requisitions to coincide with the fiscal year. For example, a department would submit one purchase requisition to run through June 30<sup>th</sup> and a second requisition to cover July 1<sup>st</sup> through the remainder of the project term within the fiscal year. For assistance with project timelines, please contact [Resource Development](#) or the assigned project accountant.

### Document destruction

12. Are there shredding capabilities or events that take place within the District?

Answer:

Orange County previously held document destruction events on-site at no charge however, they no longer offer these services. A number of District departments utilize local vendors to provide mobile on-site instant destruction services and a Certificate of Destruction. Document destruction services for stored records with destruction dates at Schick Records Management are conducted on-site. To request a list of approved vendors for shredding services, please contact [Purchasing Services](#) at [Purchasing@rsccd.edu](mailto:Purchasing@rsccd.edu).

### Procurement Dollar Amount Limitations

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13. Does the \$15,000 threshold per vendor apply to each department? For example, I work at Santa Ana College in Continuing Education, would only our projects with a vendor need to be considered? Or is it inclusive of all projects at the campus? And is does it apply to a fiscal year?

Answer:

The Board of Trustees Procurement Threshold applies to the cumulative total of all purchase orders issued within each fiscal year, per vendor, and by department. When this threshold is reached and a Board approved cooperative contract is not established with a vendor, departments must obtain 2-3 competitive quotes (see Dollar Limitations for Procurements guide) and submit itemized purchase requisitions for the remainder of the fiscal year.

14. What steps should a department follow when a purchase request exceeds \$15,000 total? Where can our department find these steps on the Intranet?

Answer:

The requirements for purchase types and dollar amounts are shown on the Dollar Limitations for Procurements guide.

### Purchase Requisitions


15. Could you please provide more information regarding the new system utilized to process purchase requisitions?

Answer:

In 2007, the District replaced Bi-Tech (IFAS) and commenced utilizing the enterprise resource planning (ERP) and student information system named Datatel, today referred to as Colleague, an Ellucian product. For purchase requisition information, please view the Colleague Online Requisition User Manual.

16. In the commodity field of a new purchase requisition (PR), am I able to key in the acronym of the site name, DO for District Operations Center? Or am I required to perform a search in this field?

Answer:

The ellipsis character (  ) located on the far right of the commodity field indicates it is a lookup field. To view a dropdown list of options, simply enter in the ellipsis character into the commodity field, press enter on your keyboard, and select (y) for yes to proceed through the entire file. Once the dropdown list opens, the site names will appear at the end of the list and departments should only select their respective site.

The acronym of the respective site name can also be keyed into this field. For example, if your department is located at the Centennial Education Center, the acronym CEC would be entered into this field.

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Certain lookup fields in a PR will lock in entries to prevent modifications. Entries in these fields can be modified by utilizing the computer keyboard command Ctrl + Alt + D. Simply press and hold all three keys simultaneously to remove the original entry and enter in new information.

17. When a vendor name does not appear in the search results from the vendor id field, does this indicate the vendor in question is new and needs to be added into Colleague?

Answer:

When a user performs a name search in the vendor id field, Colleague will search through all the existing vendors to identify a match. Due to the large number of existing vendors, the best practice is to search the full vendor name to narrow down the results and help prevent any delays.

In order to add a new vendor into Colleague, departments must collect a completed W-9 form from the vendor to accompany the new purchase requisition. As a placeholder, the vendor id number 1058261 named "To be Added" (TBA) was solely designed for departmental use when a new vendor must be added into Colleague.

For assistance with locating a vendor id in Colleague or new vendors, please contact Purchasing Services at [Purchasing@rsccd.edu](mailto:Purchasing@rsccd.edu).

18. Do departments have to use the language on the Purchase Requisition Language Templates or can we enter in our own description? Which option is easiest for the buyer?

Answer:

The Purchase Requisition Language Templates are resources intended for departmental use to ensure Purchasing Services receives all the required details to help streamline the purchasing process.

Departments are welcome to utilize their own language to describe a commodity by providing product specifications and/or service performance details plus, any required information from the Purchase Requisition Language Templates. A product description should provide specifications like the product type, brand, model number, manufacturer or vendor part number, color, etc.

19. Should the "Ship to" field on a new purchase requisition ever be changed?

Answer:

In a new purchase requisition, the default address for the "Ship to" field is the Santiago Canyon College (SCC) Warehouse location. Effective June 14, 2021, Santa Ana College (SAC), Centennial Education Center, Remington Center, and Orange County Sheriff's Regional Training Academy are required to select the SAC Warehouse location.

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Departments located at the Digital Media Center, District Operations Center, Orange Education Center, and SCC should continue to select the SCC Warehouse location.

20. When creating a new purchase requisition, should the entire template be entered into the description once? Or should it be entered into each line item?

Answer:

Each template is designed for users to copy and paste the entire template once into the description of the requisition. Requisitions with multiple line items will need follow the same format as the template within each line item and cut out repetitious information.

21. I noticed the Approvals field in the Requisition Maintenance (REQM) screen is not filled in when creating a new purchase requisition (PR). Is the initiator responsible for selecting or entering the approver?

Answer:

The Approvals field will auto populate the administrator(s) full name(s) in tandem with the requisition status switching to outstanding, once the new purchase requisition is approved in Colleague. Approval for a new requisition can be solely achieved after a user marks it complete, saves it in Colleague, and notifies the administrator of the new PR number routed to their approval queue.

For list of PR approvers, please view the [Queue Approval List](#) for authorized signatures.

22. Could you please specify what a department can do to streamline a purchase requisition (PR) for processing in Purchasing?

Answer:

A complete requisition uses the PR template language, includes written valid vendor price quote(s) and an authorized management signature on all District agreements. Additionally, the requisition would have all of the required supporting documents attached in a single email referencing the PR number to the assigned buyer.

### Supporting documents

23. When should our department email the back-up documentation for each purchase requisition (PR) to the District? It is after the user completes the PR or after the manager approves it?

Answer:

The supporting documents will need to be emailed to the respective buyer following administrator(s) approval(s) in Colleague and upon securing a complete purchase requisition. A complete requisition contains all of the necessary departmental funds and comprises all the required supporting documents. For questions regarding supporting documentation, please contact Purchasing Services at [Purchasing@rscgd.edu](mailto:Purchasing@rscgd.edu).

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24. What should our department do if a vendor calculates sales tax at a different percentage compared to the percentage used by the District?

Answer:

Based on the District's location, it is obliged to pay the Santa Ana sales tax rate of 9.25% on all applicable transactions. Colleague is configured to calculate sales tax on all purchase requisitions using this rate when the sales tax code is selected within a line item. All departments are required to account for sales tax using this rate for all purchases over any rate utilized by a vendor.

### Professional Services Agreement

25. Where can departments find information about Professional Services Agreements?

Answer:

The Professional Services Agreement, other contract templates, and related resources can be found on the Purchasing Services Intranet Page, under the section Contracts and Professional Services Agreements. The contract templates can also be found on the Safety & Risk Management Intranet page under the Contracts category.

26. Should all Professional Services Agreements first be vetted by Risk Management?

Answer:

As the District no longer has a specialist to review contracts Districtwide, each college campus is required to review their contracts within the departments and follow the college established approval process which should include discussion with the dean, vice president(s), or president's cabinet. For indemnification and insurance questions, please contact Risk Management.

27. Regarding Professional Services Agreements (PSAs), is this agreement only for individuals or organizations performing a service, and is it now required for all services? When a vendor supplies their own agreement, would our department still need to use a PSA?

Answer:

The PSA is designated for use in lieu of any vendor agreement when the District engages an organization or individual to perform services. The distinctive processes for an organization and individual PSA are detailed in the Professional Services Agreement Quick Guide. Any changes to the PSA terms and conditions will need to be addressed by the manager engaging the service.

28. How would our department determine when to use a memorandum of understanding (MOU) versus a Professional Services Agreement (PSA)?

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Answer:

A memorandum of understanding is a document used to describe the general principle features of an agreement reached by two parties, while a PSA is a contractual binding agreement with a defined scope of work and timeline. Contract decisions such as these should be discussed with the division's vice president.

29. Our department has an annual online database subscription. Is a Professional Services Agreement (PSA) required for this type of purchase moving forward?

Answer:

We recommend contacting the assigned buyer based on your location to discuss the purchase request details and obtain more information. For available forms and resources, please visit the Purchasing Services Intranet page.

30. Is there a template available for agreement amendments like the Professional Services Agreement (PSA)?

Answer:

An amendment template is readily available on the Purchasing Services Intranet page, in the Contracts and Professional Services Agreements section, under the templates category. An amendment alters an element of an existing executed contract such as extending a project term or adding additional costs. Any other new changes will require a new PSA to be completed.

### Voluntary Product Accessibility Template

31. Is a Voluntary Product Accessibility Template (VPAT) required for all software purchases?

Answer:

The Voluntary Product Accessibility Template is required for all software applications, hardware, and all technology devices. A VPAT is a document template completed by manufacturers to inform the public of the accessibility behind their products. Manufacturers are not obliged to produce a VPAT, however the District uses this tool to determine the accessibility of purposed products. The law states that all governmental agencies including school districts should procure accessible products such as software and hardware. Specifications for hardware types that should be accessible are vague however, Federal guidelines state that if information and communication technology (ICT) is hardware and transmits information or has a user interface, they should comply. The District is required to comply with Section 508 and 504 accessibility guidelines of the Rehabilitation Act of 1973 and Web Content Accessibility Guidelines (WCAG) 2.0.

For more information on VPAT review and approval, please contact Information Technology Services.

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32. When the Board approves a software for (3) years, and a new purchase requisition (PR) is created annually to cover each fiscal year, is our department required to obtain Information Technology Services (ITS) approval and a Voluntary Product Accessibility Template (VPAT) each year we submit the PR?

Answer:

In this scenario, the best practice is to obtain ITS review and approval prior to submitting for Board approval to ensure a smooth and efficient purchase process. A VPAT is required for ITS review and approval for first-time software applications, hardware, and all technology devices purchases.

### Electronic Documents

33. Will the Purchasing Services Handbook be an electronic document?

Answer:

The Purchasing Services Handbook will only be available in an electronic version, on the [Purchasing Intranet page](#) coming July 2021.

### Field Service Agreements

34. Our department has encountered several vendors expressing concern over section number three (Contract Time and Liquidated Damages) in the Field Agreement for Services. For example, a recent vendor quoted labor for repairs including troubleshooting, and expressed concern over liquidated damages for failing to complete the project within the contract time. Is there anything that can be done for vendors possessing these types of concerns?

Answer:

These concerns must be discussed at the college campuses with the vice president of administrative services to discuss available options and make determinations based on the project.

### Price Quotes

35. When multiple price quotes are acquired for purchase requests, what should our department do with the unused price quotes? Should they be filed in our department records or sent along with the purchase requisition and awarded vendor quote?

Answer:

All competitive price quotes acquired for a requisition must be submitted along with the proper documentation to the respective Buyer in Purchasing Services. Any competitive price quotes and other supporting documents are attached to the purchase order for auditing purposes.

### Conference Requests

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36. What should departments do with Conference Request Claims (CRCs)? Should these requests be submitted along with the proper documentation to the respective buyer in Purchasing Services?

Answer:

CRC forms are now processed directly by Accounts Payable and any supporting documents should be directed to their department. Only airfare purchase requisitions for the vendor Travel Travel continue to be processed by Purchasing Services and any supporting documents for these requests should be directed to the respective buyer. For more on the CRC process, please view the [Fiscal Services Forms, Manuals & Other Processes](#) page.

### District Credit Card

37. Will there be further discussion regarding special projects using District credit cards?

Answer:

The District has a single joint credit card with the Chancellor to solely pay for authorized airfare, and emergency purchases defined by the [Dollar Amount Limitations for Procurement Guide](#).

### Payment terms

38. What should departments do when a vendor only accepts credit card forms of payment?

Answer:

Departments are encouraged to contact new vendors directly to discuss payment options upon requesting a price quote. The District's payment terms are Net 30 from receipt of goods or services. Net payment terms can be initiated by forwarding a copy of the vendor's credit application to Purchasing Services along with the purchase requisition. Alternatively, departments can source a different vendor who offers net payment terms or contact Purchasing Services for existing approved vendor information.