

Davis Technical College

Purchases from Auxiliary Services

Effective Date: 26 January 2012
President's Council Approval: 09 January 2012
Board Approval: 26 January 2012

1. Purpose

Outline policies with regards to utilization and use of on campus resources.

2. References

- 2.1. Utah Procurement Code, 1953 Utah Code annotated, SS6G3-6
- 2.2. Davis Technical College Procurement/General Policies
- 2.3. Davis Technical College Purchase Requisitions Including Capital Equipment Preparations and Processing
- 2.4. Davis Technical College Purchasing Cards
- 2.5. Davis Technical College Solicitation of Bids, Proposals and Emergency Procurement

3. Auxiliary Services

3.1. Whenever possible, on campus services should be utilized.

3.2. Bookstore

3.2.1. All textbooks and curriculum should be purchased through the College Bookstore. Instructional tools and office supplies line items totaling \$100 or less should be purchased through the College Bookstore. Instructional tools and office supplies line items totaling \$100 or more, as well as items not normally stocked by the Bookstore and which are not normally needed on a regular, recurring basis may be ordered without using the Bookstore based on section 3.2.2 and upon approval by the Fiscal Services Department.

3.2.2. Departments may choose to obtain quotes from vendors other than the College Bookstore for instructional tools and office supplies line items totaling \$100 or more, as well as items which are not normally stocked by the Bookstore and which are not normally needed on a regular, recurring basis if the total cost savings for the order is greater than 10%. A quote from the Bookstore must accompany the purchase request or P-Card statement documents for these items and demonstrate the total cost savings.

3.3. Print and Media Center

3.3.1. All printing services for the College should be purchased or coordinated through the College Print and Media Center. The College Print and Media Center staff will assist departments in determining the most cost effective method for the production of their materials. All print or media jobs totaling \$100 or less should be purchased through the College Print and Media Center. In the case that the College Print and Media Center is unable to complete the request, due to capability or timeline constraints, the requestor must receive approval to have the job completed by outside vendors for jobs totaling less than \$100. Printing or media jobs may be purchased without using the Print and Media Center based on section 3.3.2 and upon approval by the Fiscal Services Department.

3.3.2. Departments may choose to obtain quotes from vendors other than the College Print and Media Center for jobs exceeding \$100 if the total cost savings for the order is greater than 10%. The department may choose the outside vendor. A quote from the Print and Media Center must accompany the purchase request or P-Card statement documents for these items and demonstrate the total cost savings.

3.4. Food Services

3.4.1. All meals, refreshments or other food items purchased for an event on any College campus must be purchased through the College Food Services Department. Exceptions may be granted by the College Food Services Department, as needed, based upon their ability to provide services for the event.

3.4.2. Any meals, refreshments or other food items purchased for an event on any College using College funds must be purchased through the College Food Service Department unless specific exception has been granted by the College Foods Services Department. Exception document should be included in P-Card statement or purchase request documents. Employees or staff that use College funds to purchase food goods from other than the College Food Service Department will have their purchasing privileges revoked and may be personally responsible for those purchases as determined by the Vice President of Administrative Services.