

COMMUNITY COLLEGE OF DENVER

Title: Purchasing Equipment with Perkins Funds

Guideline #: PERKINS – 4

Approved: March 15, 2011
July 13, 2015
August 9, 2017

References: Management of Hourly CCD Employees Funded with Perkins (Perkins-3)
Management of Faculty or Staff Funded with Perkins Funds (Perkins-6)
Perkins Grant Application Process (Perkins-1)
Purchasing Equipment with Perkins Funds (Perkins-4)
Disposal of Perkins Equipment (Perkins-2)
Time Sheet Guidelines for Hourly Employees Funded by Perkins
Inventory of Perkins Equipment (Perkins-5)

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

The purpose of these guidelines are to educate Perkins recipients of their obligations under the Perkins Act.

2. APPLICABILITY

These guidelines apply to all Perkins funded purchases.

3. DEFINITIONS

The Carl D. Perkins Vocational and Educational Act – The Act was first authorized by the federal government in 1984 and reauthorized in 1998. Named for Carl D. Perkins, the act aims to increase the quality of technical education within the United States in order to help the economy.

4. GUIDELINES

In order to make a purchase with Perkins Funds, you must:

- a. First submit a Perkins Plan, and have it approved through the Community College of Denver (CCD) Perkins Advisory Committee. Please see the Application Process for assistance.
- b. Once Perkins Funds have been released for use, you will receive notification from the Perkins Administrator. You will have ninety (90) days from that point to make your purchase. If you cannot meet this deadline, you must give a written reason to the Perkins Administrator. Please be advised that funding may be removed if you do not purchase in the time given. Most purchases will be processed by submitting an invoice for payment.
 - i. We strongly encourage recipients to have all paperwork ready for purchasing in July of the relevant year. We would like to see students have the use of this equipment for the entire academic year, when possible.
- c. The first step in making a purchase is to send the CCD Perkins Administrator the following documentation:

- i. Necessary for all submissions:
 - 1. Supporting documentation (invoice, conference information, registration form, membership application, hotel confirmation, renewal notice, Information Technology (IT) approval form, etc.) must be included with the purchasing requisition.
 - 2. You must also include a separate document which adequately describes the equipment as well as identification of what qualified Perkins program the purchase will serve.
 - 3. You will need an Approval Form to make purchases under \$5,000.00, and for all purchases that include a service component (like a warranty plan).
 - 4. Any purchase over \$3,000 must have two quotes attached.

- ii. On the Approval Form or PR:
 - 1. Please clearly identify the vendor's complete name, address, phone and fax number, website (if applicable), account number, and quote.
 - 2. Original signatures are required from the purchaser and their supervisor on the purchasing requisition.
 - 3. The Approval Form/PR form must then be forwarded to the CCD Perkins Administrator who will:

- a. Include the appropriate FOAP codes on all documentation.
 - b. Sign the form.
 - c. Send the form to Fiscal Services for approval.
- iii. Once that is completed, the type of purchase determines what will happen next:
1. If IT and HR signatures are both necessary, the CCD Perkins Administrator or Perkins Fiscal Officer (Assistant Controller) will deliver it to both departments. Once HR has finished their review, they will forward it to AHEC.
 2. If only an IT signature is necessary, the CCD Perkins Administrator or Perkins Fiscal Officer will deliver it to that department for signature and purchase.
 3. If neither IT nor HR need sign the form, it will be delivered to the purchaser. They will be responsible for ensuring a timely purchase.
 4. If a purchase is made through AHEC, the Perkins Fiscal Officer must be contacted to ensure compliance with the Excluded Parties List before the purchase is made.
- iv. All purchases must be inventoried. This must occur before the purchase can be used. Once equipment has arrived, please notify both IT and the CCD Perkins Administrator of

the need to have this inventory completed. Please see the tagging guidelines for further information.

- v. All Perkins equipment must be used within the year it was purchased.
- vi. All purchases must be made in accordance with the State of Colorado purchasing guidelines and fiscal rules, as well as CCD policies.
- vii. Unique circumstances may alter this plan. Please write the Perkins Advisory Board for consideration of any appeal.
- viii. This process may be altered at any time. Please contact the CCD Perkins Administrator for updates.