

QUICK REFERENCE



The Purchasing, Accounts Payable and General Counsel department aims to support the mission of the College by:

- ✳ Providing the highest quality of customer service to all the faculty and staff of the College.
- ✳ Procuring goods and services most efficiently and cost-effectively including strategically sourcing through all available means.
- ✳ Ensuring that all purchases comply with the College's guidelines and the State of New Jersey's Contracts Law.
- ✳ Reviewing and executing College contracts.



Check Request (CR) Process:

This process is used to request payment to companies and individuals for the items including but not limited to the following. Request a copy of the form by sending an email to accountspayable@essex.edu or on web services.

- ✳ Membership Dues
- ✳ Conference Registrations
- ✳ Legal Settlements
- ✳ Travel Request and Business Reimbursements
(use form ECC302, the college will book airfare and train reservations)
- ✳ College approved vendors on the premises (dining hall and bookstore)



Purchase Requisitions (PR) Process:

Requisition must be entered in Banner before any purchase of goods or services.

- ✳ For purchase of goods and services that are not mentioned in the check request process. For example, consultants, subscriptions, software/hardware, promotional items, repairs, office supplies, furniture, computers, etc.
- ✳ Supporting documents are required (quote/invoice, specifications, contract, etc.).
- ✳ Board approval is required for goods or services above \$17,500.
- ✳ Purchases over \$37,500 may require the bidding process which takes 60 – 90 days contact purchasing for guidance.



Unauthorized Purchase:

The unauthorized purchase of goods or services occurs when a Purchase Order is not in place before goods/services are received. This is a violation of College Reg 3-5.

- * Complete the unauthorize purchase form. Request a copy of the form by sending an email to Purchasing@essex.edu.
- * Enter a purchase requisition in Banner.



Vendor Payments:

The Accounts Payable Department is responsible for providing payment.

- * The vendor must include the purchase order number on the invoice.
- * The receiving department must sign the vendor invoice for the goods and services received.
- * The signed invoice must be sent to accountspayable@essex.edu



Contract Routing Process:

Email all contracts to Purchasing@essex.edu

Examples of Contracts

- * MOU and MOA
- * Leases/Rental Agreements
- * Clinical Agreement
- * Faculty Contract Addendum
- * Agreements to Service
- * Consultant Agreement
- * Software License Agreements
- * Nondisclosure Agreements
- * Waiver and Releases



Request for Toner:

The College has two approved vendors for toners, a purchase requisition must be entered in Banner.

- * Include the manufacturer number and toner color in the PR description. This information is found on the current toner cartridge. For example, HP 25x Black Yield Toner Cartridge, Manufacturer number #CF325x.



Request for Charter Bus:

Departments in need of shuttle services for airport or conference transportation, student field trips, campus tours, athletic tournaments, or other group travel will need to utilize the charter companies on Essex County College's approved vendors' list.

- * The requesting department must complete the Charter Bus Request Form, and request a copy of the form by sending an email to Purchasing@essex.edu
- * Enter a purchase requisition in Banner



Hire a Consultant:

To protect the institution, all vendors or consultants doing business with, or on behalf of, the College, must enter into an agreement with us, before conducting any business. The "Agreement for Consulting Services" MUST be completed and submitted to the Purchasing Department. The following documents are needed:

- * Completed "Agreement for Consulting Services" (signed by the consultant). Request a copy of the form by sending an email to Purchasing@essex.edu or <https://www.essex.edu/departments-of-finance/agreements-forms-finance/>
- * Current resume for consultant or company profile
- * Completed and signed W9 or W8
- * Invoice (if appropriate)
- * Completed consultant, Honorarium and Service Form (ECC 460)
- * Purchase requisition entered in Banner

FREQUENTLY ASKED QUESTIONS



1

I received an invoice from a vendor from the prior fiscal year. The purchase order number listed on the vendor invoice expired. How can the vendor receive payment?

Answer:

Create a purchase requisition in Banner and in the comment, field input the expired purchase order number indicated on the vendor invoice.

2

Are there forms that are required for vendors?

Answer:

Yes, purchasing will request those documents from the vendors. To expedite the processing time we recommend that the department provide vendors with the Purchasing Vendor Forms.

Request purchasing vendor form by sending an email to Purchasing@essex.edu

- ★ Vendors need a New Jersey Business Registration Certificate (NJBRC) for goods and services over \$5,625. Vendors that are registered as 501 (C)(3) are exempt from NJBRC.
- ★ The Political disclosure forms are needed for purchases over \$17,500.
- ★ A W9 is needed for all vendors along with the vendor information form.