

**VOUCHERS**

College and District managers are authorized to proceed to call on outside services or to purchase or rent necessary materials for the following purposes, not to exceed the stated maximum total for materials and/or services for any one job, purchase or transaction:

**Voucher Limits**

<i>Maximum Amount</i>	<i>Transaction Type</i>	<i>Area</i>
\$5,000	Repair	Buildings and grounds
\$2,500	Repair	Vehicles, computers, office, or other equipment
\$1,000	Purchase/Rentals/Pre payments	Book purchases
		Drama rentals and royalties
		Equipment rentals
		Film rentals
		Memberships
		Newspaper advertisements
		Security services
		Subscriptions
		Supplies or other miscellaneous expenses (includes minor equipment costing \$1000.00 or less)
		Transportation

**Payment of Invoices**

The original invoice shall be verified for accuracy and signed and dated by the department manager. Invoices should be forwarded to the Business Office for entry into the ERP (Enterprise Resource Planning) system. Once the invoice is entered, the voucher number should be written in the upper right hand corner of the invoice and the vendor number should be written on the lower right hand corner and preceded with a "V."

Vouchers should be batched and a VREG produced. Directors of Business Services will review and approve the VREG along with the invoices. The VREG and all invoices are to be forwarded to District Accounting for audit and payment.

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**Prepayments**

Prepayments, within the limits prescribed above, may be made when required by the vendor and can be processed in the same fashion as invoices. Submit appropriate supporting documentation such as a book order form or subscription order form instead of an invoice. Indicate on the form that the form must accompany the check.

**Procurement/Credit Card Purchases**

Purchases may be made via authorized procurement or credit cards within the prescribed limits above and individual cardholder limits. All purchases are to be in accordance with the District Purchasing Card Cardholder Agreement.

Orders may not be split to avoid the \$1000.00 limit for vouchers. Splitting of orders shall be considered an unauthorized purchase in accordance with Business Procedure 11.00.

Fixed Assets may not be purchased with procurement cards.

Failure to follow the above procedures is cause for disciplinary action which may include termination.

**Purchasing Exception Notice**

Violation of the District's business procedure for purchasing will be submitted to the Governing Board monthly.

If the violation involves an unauthorized purchase, arrangements may need to be made with the District Purchasing Department for the employee to reimburse the District.