

# MATERIALS MANAGEMENT OFFICE

## REQUISITION CHECKLIST

- ☐ **Price Quotations** – Obtain three (3) price quotations:
- ☐ A “No Quote” Does Not constitute a responsive quote.
  - ☐ Are item(s) being procured from an off-island vendor? *General Rule*: There must be a cost savings of at least 15%. Indicate analysis information under Justification portion of the requisition.
  - ☐ All requisitions for off-campus field trips or food must be accompanied with a Participants Listing and an Agenda.

- ☐ **Vendor Information** – Complete Vendor Information (e.g. mailing address, phone number, fax number, contact person, email address, Banner number (*if known*), etc.).
- ☐ A new vendor to GCC? - Attach copy of the Business/Contractor’s License expiring June 30<sup>th</sup> of the current year.

- ☐ **Preparation of Requisition** – Complete Requisition Form with authorized signatures as follows:
- ☐ Total requisition: **\$499.00 and under**, telephonic quotations permissible; Indicate name, date, point of contact, and phone number. For the Department Chair/Program Manager’s signature.
  - ☐ Total requisition: **\$500-\$4,999.00**, For the Department Chair/Program Manager and Dean’s signature.
  - ☐ Total requisition: **\$5,000 and over**, For the Department Chair/Program Manager, Dean, and Vice President’s signature.
  - ☐ All other Divisions: The Department Head, Dean, Assistant Director and Division head’s signature is needed.
  - ☐ If an Open Purchase Order, Attach the Blanket Purchase Orders memo (no more than \$500.00)
  - ☐ What is the FOAP? Are funds available?

- ☐ **If an IT Purchase** – All requisitions for IT Bid items, IT equipment & software, CCTV surveillance camera, multimedia projectors, and APPLE products & software must be pre-approved by Frank Camacho (MIS) or Wes Gima prior to its submission to the Materials Management Office. MMO will not accept these types of requisitions without their approval.

1. All IT purchases should first use the published Procurement Guide for Computer Equipment from MyGCC Work Life tab, Finance & Administration channel, under Procurement Forms, or from the GCC Website <http://www.guamcc.edu/Runtime/MIS-Standards.aspx>
2. If an Apple / Macintosh products and multimedia projectors – See Wes Gima first, then Frank Camacho for final approval.
3. For all other IT hardware and software, including Windows Surface Pro, or Samsung (Android) devices, or online systems subscription or hosting services (Software as a Service- SaaS / Hosting as a Service – HaaS, Cloud, etc.), See Frank Camacho.

- ☐ **If a Sole Source Purchase** – Complete and Attach Certificate of Sole Source Procurement Form and include a letter from the manufacturer stating the vendor is the only authorized representative who carries or provides the specific item(s) or services.

### NOTES:

- ✓ Effective November 3, 2015, All requisitions for **WALK-THRU** will be processed on an As-Needed basis.

- **REQUIREMENTS FOR WALK-THROUGH OF REQUISITIONS:**

A Walk-through is determined if a PO is needed due to an emergency OR meets the following criteria:

Examples of WALKTHROUGH:

- 1) Equipment breaks down and a PO is needed for emergency repair,
- 2) Vendor has a limited quantity on hand and will not hold items,
- 3) To guarantee quotes for conference or registration costs for Travel Authorizations.  
Ticket Costs should not be included as we will not purchase tickets more than a month in advance.

**SPECIAL NOTE:** Lack of planning does not constitute an emergency.

- The requestor must physically WALK the requisition for signatures (Accountant and Procurement & Inventory Administrator).
- Return the requisition to the MMO when all the signatures are obtained.
- A PO will then be processed.
- The requestor must physically WALK the PO for approval in Banner (wait for Buyer to key into Banner)>Procurement & Inventory Administrator>Controller and/or >VP, Finance & Administration then President (if purchase is \$5000 and above OR if it is a Travel Authorization (TA)).

**SPECIAL NOTE:** The Materials Management Office has the right to reject the walkthrough requisition and route it through the regular process if the requisition does not meet the walkthrough requirements stated above.