

December 2019

LBCC PURCHASING



Facilities and IITS projects and purchase approvals are one-click away!

Request assistance from both IITS and Facilities for approving a project or making a purchase using this new A&BS Project Request on-line form! The form is available on the Administrative and Business Services Home Page at www.lbcc.edu/administrative-business-services All requests for both Facilities and IITS assistance for facility upgrades, equipment purchases, technology solutions, and furniture purchases must be entered using this new request system.

New deadlines for purchases through June 30, 2020!

2020 Spring Break Projects: Requisitions for all projects which need to be completed during Spring Break (April 6 – 10, 2020) must be received in Purchasing no later than **January 14, 2020**. Please check your lead times for materials, equipment, furniture, and submit your requisition earlier if needed.

Purchases over \$15,000: Requisitions for all purchases over \$15,000 must be received in Purchasing no later than 5:00 p.m. **February 28, 2020**.

2020 Summer Projects: Requisitions for all projects and equipment or furniture purchases scheduled for summer 2020 (June 8 – August 21, 2020) must be received in Purchasing no later than 5:00 p.m. **February 28, 2020**. If your purchase will exceed \$92,600, please contact the buyer for that commodity well in advance of the deadline because a competitive procurement process taking 6-8 weeks will be required and add significant time to this process.

Purchases up to \$15,000: Requisitions for all purchases up to \$15,000 must be received in Purchasing no later than 5:00 p.m. **March 31, 2020**.

Open PO Purchasing End Dates: The last date to purchase using your departmental Open PO is May 31, 2020. The only exceptions are for food and catering Open POs that can be used through June 25, 2020.

Contact us with questions! The Purchasing Team contacts information and commodity assignments are provided on the next page.

BUYER CONTACT INFO & COMMODITY ASSIGNMENTS

Sandy Rice x4215 Sr. Buyer srice@lbcc.edu	Roland Ticzon x4291 Buyer rticzon@lbcc.edu	Cindy Jackson x4214 Buyer cjackson@lbcc.edu	Mireille Hernandez x4542 Buyer mhernandez@lbcc.edu
Contract PO's	Advertising	Child Development	Athletics
Consultant	Appliances	Contracts-WEDD	AV Media & Equipment
Furniture	Art	DSPA Supplies	Building & Maintenance Supplies
HVAC Equip/Supplies	Awards, Plaques, Trophies	Entertainment	Communication Equipment
Leases	Auto/Diesel	Events/Conferences	Computer Hardware
Mailroom	Clothing	Fashion Design	Computer Repair
Printing	Electrical Supplies	Food Services	Computer Software
Public Wks. under \$60,000	Electronics	Kitchen	Comp Web: Software Web Based/Online
Rental	Industrial/Bldg. Trades	Parking Pass/Permits	Computer Supplies
Security Equip/Service	Lighting	Pool Supplies	Copier
Service - Misc.	Medical	Publications/Subscriptions	Custodial Supplies
Vehicle (Auto & Utility)	Music	Safety	Grounds
Waste Removal	Office Equipment/Supplies	Science	Memberships
Window Coverings	Photography	Signs/Banners	Presenters
	Promotional	Textbooks	
	Theatre Arts	Travel: Student lodging/meals & vendor reimbursement	
	Tools	Work Orders	
	Transportation: Bus		

For all other questions or if you need further assistance please contact:

Deneane Ratchford, Administrative Assistant, dratchford@lbcc.edu or x4760; or

Alan Moloney, Deputy Director, amoloney@lbcc.edu or x4541