



Get There.

CENTRAL PIEDMONT COMMUNITY COLLEGE

2011/2012

Procurement Department Financial Services Quick Reference Guide

CPCC'S Procurement's Quick Reference is designed to quickly direct you to our team members for assistance. Please visit the web resources listed for further information. The Procurement team welcomes your inquiries about our services and your suggestions.

CONTACT THE PROCUREMENT TEAM:

HARPER CAMPUS

Main Phone: (704) 330-4466

Fax: (704) 330-4455

Pat Emch, Executive Director	(704) 330-4414
David Baker, Director Accounts Payable and Procurement	(704) 330-4469
Bridgette Billings, Cashier and Insurance Supervisor/E-P Security	(704) 330-4406
Milas McClain, Senior Buyer/P-Card Administrator/Reports/Grants	(704) 330-4470
Jennifer Ennis, Senior Buyer/ITS/Contract Administrator/Special Bids	(704) 330-4407
Leigh Murray, Buyer/Web Publisher/Manuals	(704) 330-4467
Rosalynn Hoang, Buyer/ Records Management	(704) 330-4468
Karen Cruz, Account Specialist/Cashier/Student Insurance/Vendors	(704) 330-4472
Kim Klish, Part-Time Sr. Administrative Clerk/Cashier/Document Imaging	(704) 330-4472

BUYER ASSIGNMENTS

Leigh Murray:

Kathy Drumm	Michael Moss	Paul Koehnke
Michael Horn	Beverly Dickson	Lori Alexander
Marcia Conston	Rich Rosenthal	Debbie Bouton
Kathi Polis		

Rosalynn Hoang:

Dr. Zeiss	Janet Malkemes	Chad Ray
Kevin McCarthy	Jay Potter	Mary Vickers-Koch
Brenda Leonard	Richard Zollinger	Cathey Ross
Edith McElroy	Gloria Kelley	Terri Manning
Jeff Lowrance		

BACKUP DUTIES: (PERSON-THEIR BACKUP)

Jennifer—by Milas	Cashier—by All
Milas—by Jennifer	Pat—by David/Bridgette
Rosalynn—by Leigh	Leigh—by Rosalynn
Bridgette—by Pat/Karen	David—by Pat
Karen—by Kim	Kim—by Karen

ALLOW 10 DAYS FOR REQUISITION PROCESSING! Check "RINQ" in Colleague for a P.O. or B.O. number before calling your buyer.

FIND YOUR STATE CONTRACTS (ITEMS, VENDORS, PRICING, DELIVERY, AND TERMS), the STATE OF NC PURCHASING MANUAL and the NC ADMINISTRATIVE CODE AT www.pandc.nc.gov.

The CPCC P-CARD MANUAL, EMPLOYEE P-CARD AGREEMENT, AND CPCC PROCUREMENT MANUAL are located at <http://www.cpcc.edu/procurement>. The EMPLOYEE P-CARD AGREEMENT form is also found at <http://www.cpcc.edu/procurement/visa-p-card-information-1> Forms, Financial Services). E-PROCUREMENT TRAINING AIDS are located at: <http://www.cpcc.edu/procurement/e-procurement-1>.

CONTRACTS AND AGREEMENTS—GOODS AND SERVICES—Send all contracts and agreements for goods and services to Jennifer Ennis for execution and signature. Reference E-Procurement Requisition number. Do not sign documents on behalf of CPCC.

APPROVED STATE CONTRACT #615-A OFFICE SUPPLIER IS: FORMS AND SUPPLY, INC.

www.fsioffice.com 704-598-8971

Representative: Candy Lawson, Ext 271,
email: candy.lawson@formsandsupply.com

Customer Services: Beth Malpass, Ext 252
email: beth.malpass@formsandsupply.com

LIST OF AGENCY TERM CONTRACTS:

<http://www.cpcc.edu/procurement/for-buyers>

BIDDING:

NON-STATE CONTRACT SUPPLIES, EQUIPMENT, AND SERVICES MAY BE BID LOCALLY (CPCC) OR AT THE STATE LEVEL. Total amount of order determines appropriate bid guidelines and process to be applied. See Bid Guidelines at <http://www.cpcc.edu/procurement/procurement-manual/bidding-and-quoting-regulations>

EQUIPMENT PURCHASE guidelines are located at <http://inside.cpcc.edu/procurement>.

COST BUDGET

\$1-\$999.99 Supply funds

\$1,000-UP Equipment funds

DO NOT USE P-CARD FOR EQUIPMENT!!

G/L POOLED OBJECT CODE LISTING is found at

<http://inside.cpcc.edu/gl/>

FOR REQUISITIONS—DO NOT USE THE UMBRELLA OBJECT CODE "99" OR "69" IN THE CREATION OF REQUISITIONS. Always use the object code with the beginning "5" number for expenses, and not the "4" number for revenue accounts (Example 527000, not 427000)