



CENTRAL PIEDMONT COMMUNITY COLLEGE

PROCUREMENT DEPARTMENT

FINANCIAL SERVICES

QUICK REFERENCE GUIDE

CPCC 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
Marie Coffey, Asst. Director (704) 330-4469
Bridgette Billings, Senior Buyer/Contract Administrator/Grants (704) 330-4467
Milas McClain, Senior Buyer/P-Card Administrator/Reports/Grants (704) 330-4470
Vera O'Pry, Buyer/Communications/Web Publisher (704)330-4468
Jennifer Ennis, Buyer/E-P Lite Administrator (704) 330-4407
Karen Cruz, Account Specialist/Insurance Cashier/Vendors /Student Insurance (704) 330-4472
Sharon Simpkins, Accounting Specialist II/ Procurement/GL Liaison/ E-P Security Administrator/ Reconciliations (704) 330-4406

ASSIGNMENTS:

Jennifer Ennis:

- Kathy Drumm Michael Moss Malik Rahman
Jessica Graham Michael Horn Steve Brennan
Terri Manning Mary Vickers-Koch Cheryl Richards
Marcia Conston Cathey Ross Edith McElroy
Marjorie Wilson Vacant (Assoc. V-P of Learning)

Vera O'Pry:

- Dr. Zeiss Beverly Dickson Gary Nelson
Kevin McCarthy Rich Rosenthal Jay Potter
Paul Koehnke Wanda Towler Brenda Leonard
Rod Townley Richard Zollinger

BACKUP DUTIES: (PERSON - THEIR BACKUP)

- Bridgette—by Milas Cashier—by All
Vera—by Jennifer Pat—by Marie & Sharon
Jennifer—by Vera Marie—Pat
Milas—by Bridgette

ALLOW 7-10 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 AND EMPLOYEE AGREEMENT are located at http://inside.cpcc.edu/procurement/Pcardmanual (the form is also found at http://inside.cpcc.edu, Forms, Financial Services).

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

THE CPCC PROCUREMENT MANUAL is located at http://inside.cpcc.edu/procurement/Pcardmanual E-Procurement Training Aids are located at: http://inside.cpcc.edu/procurement/

APPROVED STATE CONTRACT #615-A

OFFICE SUPPLIER is: *Forms and Supply, Inc www.fsioffice.com (704) 598-8971 Representative: Candy Lawson. Ext. 271, e-mail: candy.lawson@formsandsupply.com Customer Service: Beth Malpass, Ext. 252 email: beth.malpass@formsandsupply.com

LIST OF AGENCY TERM CONTRACTS:

http://www.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 guideline and process to be applied. See Bid Guidelines at http://inside.cpcc.edu/procurement/

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

Table with 2 columns: COST, BUDGET. Rows: \$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)