

Current Budget and Acquisition Process

Currently, acquisition decisions are being made at the campus level. The Campus Coordinator may receive a request from staff, faculty, or students for program specific requests, requests for materials that will benefit all programs, or specific student requests.

- **Program Requests:**

- Staff and faculty must complete a requisition form that provides:
 - Publishing or purchasing information for each item, including if that purchase will be through Amazon or a similar vendor.
 - Identification of the course(s) that will be benefitted, and the course or institutional learning objective(s) that will be met.
 - Justification for purchase.
 - A usage plan.
- The Campus LLRC Coordinator assists students with collecting the needed information and completing a requisition form.
- The Campus Coordinator e-mails the appropriate program director or division manager and requests approval to purchase. Details of the request are included and the requisition form is attached. If the request was made through e-mail, the e-mail chain should be forwarded. The appropriate form is attached to the e-mail.
- Once the request is approved, an e-mail is forwarded to the Campus Director requesting final approval, and should include the e-mail chain to provide a history. If approval is received from the Campus Director, the Campus Coordinator purchases the items through the Purchase Request System.

- **General Requests:**

- When a request is received from an instructor, staff member, or student for materials that would benefit all programs or meet a professional development, leisure reading, or personal interest need:
 - Staff and faculty must complete a requisition form that provides publishing or purchasing information for the items.
 - The Campus Coordinator assists the student with collecting the needed information and completing a requisition form.
 - Adequate justification must be provided for each item.
- An e-mail is sent to the Academic Dean providing the details of the request. If the request was made through e-mail, the e-mail chain should be forwarded. The appropriate form is attached to the e-mail.
- Once the request is approved, an e-mail is forwarded to the Campus Director requesting final approval, and should include the e-mail chain to provide a history. If approval is received from the Campus Director, the Campus Coordinator purchases the items through the Purchase Request System.

- **Student Requests:**

- Students may make suggestions for LLRC resources by:
 - Contacting the Campus Coordinator or placing a request in the LLRC suggestion box.
 - Discussing requests with campus administration, staff, or an instructor.
 - Participating in institutional surveys.
 - Completing a requisition form.
- A requisition form must be completed for all requests, either by the student or by the Campus Coordinator on the student's behalf. The request is then discussed with the appropriate campus administration as detailed above.
- If the request is approved, it will be ordered as deemed appropriate by campus administration.

Purchasing Materials

- **Items that will be ordered through the PRS**
 - Information about purchasing items through the PRS can be found at **InfoZone > Departments > Purchasing & Facilities**. The site includes policies and procedures, step-by-step instructions, search links, and a purchase request form link.
 - Each Campus Coordinator is responsible for ensuring that MAS forms and new vendor forms are prepared for LLRC purchases, either by the Campus Coordinator or by the campus Facilities Manager/Technician. Form(s) prepared by the Campus Coordinator are forwarded to the campus Facilities Manager/Technician for processing.
 - After the forms are entered into the system, a separate purchase request is prepared for each vendor and the Campus Director must approve the request before items are ordered by the Facilities Manager/Technician.
- **Items that will be ordered through vendors that do not accept purchase orders**
 - Some vendors do not accept purchase orders, such as Amazon.com or BarnesandNoble.com, and will not be ordered through the PRS.
 - The Campus Coordinator forwards the Campus Director's approval e-mail to the campus Facilities Manager/Technician using the facilities support e-mail, with a cc to the Campus Director.
 - Details are provided for each item, including title, author, edition, ISBN, price, and quantity. If possible, the information is copied and pasted from the provider and an Internet link provided.
 - Explanation is given that the items will be ordered through Amazon.com (or other vendor) using the company credit card and to contact Ralph Ortiz if the Facilities Manager/Technician has any questions.
 - **NOTE:** In some cases the Facilities Manager/Technician may create a PRS account for the vendor so that purchases can be tracked and appropriately applied to the LLRC budget, and request that a purchase request be generated.
- **Following Up**
 - As part of the 2012 LLRC department review, the committee members recommended that the department improve communication with individuals who request resources. Once the Campus Coordinator knows the status of a request, s/he should follow up by e-mailing the requesting individual.
 - If the request has been approved, include the date the purchase order was submitted.
 - If the request was denied, explain the reason and encourage the person to submit a new request at a later date.
 - If a request will be deferred to a future date, tell them the reason and the expected fulfillment date.
- **Arrival**
 - When the items arrive, the Campus Coordinator should catalog them as soon as possible and e-mail the person who made the request.

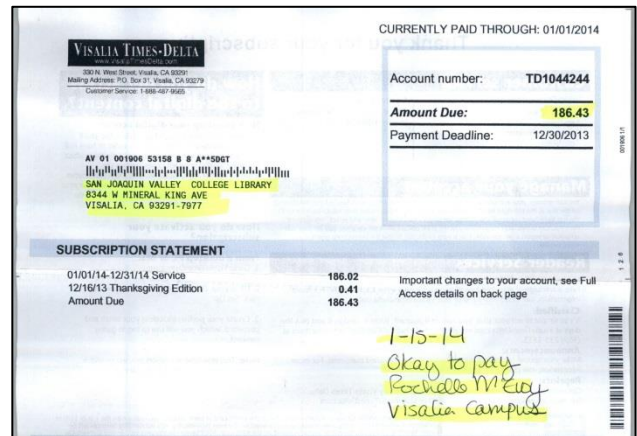
Periodical Subscriptions

In order to better track the LLRC expenditures, a change was recently made to the way the LLRCs subscribe to periodicals *outside of the annual EBSCO subscription*. The Campus Coordinator is now responsible for ordering newspaper, journal, and magazine subscriptions, and handling newspaper subscription renewals.

- **Newspapers**
 - Most campuses subscribe to newspapers, with invoices paid at varying times of the year. The Campus Coordinator will order new subscriptions and handle subsequent annual renewals.
 - New subscriptions: The Campus Coordinator will request approval from the Campus Director to order the newspaper. If the item or vendor needs to be added to the PRS, the Campus Coordinator will send a request to the campus Facilities Manager/Technician. Subsequently, either

the Facilities Manager/Technician or the Campus Coordinator will submit a purchase request through the PRS.

- **Subscription Renewals:** When a subscription renewal invoice is received, the Campus Coordinator will request approval from the Campus Director to renew the newspaper. The date, campus name and “okay to pay” are written on the front of the invoice, and the Campus Coordinator signs it. The invoice is then forwarded to the campus Facilities Manager/Technician for processing (the Coordinator should make a copy or scan the invoice for his/her records). The Facilities Manager/Technician may request that the Campus Coordinator complete a purchase request through the PRS.



- **Periodical Subscriptions**

- Journals, magazines and some newspapers can be ordered through EBSCO Information Services, the Institution’s subscription management agent. EBSCO has already been added to the PRS as a vendor.
 - The Campus Coordinator should request availability and rates through the EBSCO Administrator (currently Rochelle McEvoy), who will provide subscription information relating to the item(s).
 - The Campus Coordinator will secure approval from the program director, division manager, Academic Dean and/or Campus Director, as discussed previously.
 - The Campus Coordinator will notify the EBSCO Administrator if s/he wishes to order the items.
 - The EBSCO Administrator will procure an order from EBSCO and forward it to the Campus Coordinator.
 - The Campus Coordinator will forward the EBSCO order to the campus Facilities Manager/Technician and request that the item(s) be added to the PRS.
 - Either the Campus Coordinator or the Facilities Manager/Technician will submit a purchase request.
- If a periodical is not available through EBSCO, the Campus Coordinator is responsible for ordering it and handling subsequent annual renewals in the same manner as for newspaper subscriptions.