Purchases – Bookstore

What: The Bookstore has the text books and materials that are required for each course. Items that can be obtained at the bookstore include scantrons and MATC logo items. Classroom and office supplies are not authorized to be purchased from the bookstore.

How: You can obtain these by filling out an Internal Requisition with the items that you need and have the requisition signed by an associate dean or instructional chair. The dean or secretary can tell you the correct account numbers.

It is recommended that you have a desk copy of all text books for the courses that you are teaching and other related course that pertain to your area of instruction. You can find the titles of these books on the syllabus in the dean’s office. Desk copies can be obtained from the Publisher.

Where: The Bookstore is located just west of the corner at 8th and State Street at the Milwaukee Campus, Room 105 at the Mequon Campus, Room A 101 at Oak Creek Campus and Room 125 at West Allis Campus.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee Campus</td>
<td>8th and State Street</td>
<td>76811</td>
</tr>
<tr>
<td>Mequon Campus</td>
<td>Room A107</td>
<td>82293</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>Room A101</td>
<td>54726</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>Room 153</td>
<td>65303</td>
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Purchases - Equipment vs. Supplies

What:

It is sometimes difficult to decide which item is classified as equipment and which is classified as a supply. The deciding factor is the cost and useful life of the item. The definition of capital equipment is: Any equipment item, or set that is valued at $500 AND has a useful life of 2 years or more. This includes software or video tapes that are $500 or more with a useful life of 2 years or more. These items are purchased from the capital equipment account. If you have equipment type items costing less than $500 (e.g. white board, electric stapler, bookcase, etc.) they must be purchased from the departmental supply budget, not from classroom/lab supplies. You can not transfer funds between capital and supply.

Your supervisor has external purchase requisition worksheets for purchasing supplies not available internally. This form should be used to describe the materials required and should include appropriate costs. When the form is completed, forward it to your budget manager, to process the information.

MATC must follow certain regulations regarding external purchases. As a result, the Purchasing office will consider the name of the vendor you provide as a suggestion only. Also, be sure to allow sufficient time for processing the requisitions and for delivery.

Blanket purchase orders may be used for the release of supplies on an ongoing basis. A blanket order must be established with a vendor through the normal procurement process; a budget manager or supervisor will have to authorize those individuals allowed to make releases against a blanket purchase order.

District policy and procedure relative to procurement can be viewed on the MATC Website:

- About MATC → Administration → Legal offices
  1. Policy B0810
  2. Procedure BB0800

Where:

Milwaukee Campus
Purchasing Department

Ext. 76884, 76641, Room 104
Purchases - Internal Requisitions

What: Use internal requisitions to obtain materials and services such as:
- Printed or duplicated material from Printing Services: syllabi, lesson sheets, regulation forms, etc.;
- Room supplies from Building Services: soap, towels, machine oil, etc.;
- Stationery supplies from the Bookstore: pencils, erasers, rulers, paper clips, etc.;
- Maintenance services from Building Services: replacing light bulbs, fixing typewriters, etc.

Do not use this form if the services or materials are to be provided at an adult evening center.

How: Complete the Internal Requisition form G:01A including a description of the item(s), the quantity, room number, date, your name, etc., and ask your dean or supervisor to approve the form. Approval procedures vary by department. All requisitions require various account numbers. See your divisional Associate Dean or secretary for this information.

Where: Internal Requisition Forms are available from Printing Services. You will need a completed and approved internal requisition to purchase the forms from Printing Services. Your dean, supervisor or office mates can help you with this first requisition.
# Internal Requisition Form

**G:01-A**

MILWAUKEE AREA TECHNICAL COLLEGE

**INTERNAL REQUISITION FORM**

**ACCOUNT NUMBER TO BE CHARGED**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Loc</th>
<th>Cost Center</th>
<th>Class</th>
<th>Proj/Act</th>
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</thead>
<tbody>
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<table>
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<tr>
<th>Description</th>
<th>Quantity</th>
<th>For or to whom</th>
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<thead>
<tr>
<th>Service Dept.</th>
<th>Bookstore</th>
<th>Food Services</th>
<th>Printing/Bindery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Services</td>
<td>Photography Dept.</td>
<td>Print/Copy Dept.</td>
<td>Internal Account</td>
</tr>
<tr>
<td>Design Centre</td>
<td>Other Dept.</td>
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</tbody>
</table>

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</tbody>
</table>

**Phone**

**Room**

**Date**

**Requested by**

**Approved by**

**Total**

**Completed**

**Cost**

**FORWARD TO SERVICE DEPARTMENT**
Purchases – Outside

What: You may request that supplies or equipment be purchased for your classes pending your budget allocation (see your dean or associate dean). You may contact vendors to determine item cost or the procurement department for assistance with sourcing for items under $10,000. All other orders follow the guidelines indicated below.

Procurement Guidelines:
0 - $9,999 Buyer discretion on vendor
$10,000 - $24,999 Solicitation of quotes, minimum of 3 quotes required
$25,000 and higher Bid or RFP process must be used

The procurement department will conduct the process for all orders $10,000 or higher.

How: Fill out an External Purchase Requisition (EPR) and submit the EPR to your dean or associate dean. Division or department policy may require that the requisition first obtain department approval.

Clearly describe the item to be purchased, including model number and part number as appropriate. Indicate a vendor, if one has been chosen; contact the procurement department if assistance is needed in sourcing an item. Specifying a brand name will not insure that you will receive that particular brand. Be exact as to the precise specifications needed to meet the intended requirements of the item. You may indicate that no substitutions will be accepted, however a memo of justification must be submitted to the Procurement Manager for review.

EPR’s are reviewed by the procurement department after they are entered into COSMO and routed through the approval process. A determination is made, based on dollar value of the purchase, whether a PO can be issued, solicitation of quotes is required, or if a bid situation is mandated. The procurement department will facilitate these processes and issue the final PO.

No orders may be verbally placed with vendors using an EPR number or any other confirmation that payment will be made. All procurements must be conducted through the COSMO system or with the use of the procurement card. The procurement department should be contacted if an emergency situation arises, at which time every effort will be made to accommodate the need.

Blanket orders are possible for items that are in continuous use, a vendor and approximate dollar amount of the total usage for the fiscal year will be entered as an EPR; procurement will issue the blanket order and maintain the dollar amount available to spend for the life of the blanket PO. (Blanket pos remain effective for one fiscal year.)

Where: Refer to your division/department procedures for specific details.
Purchases – Classroom and Office Supplies

What: Various Classroom and Office Supplies that are not available in bookstore

How: Go to your divisional clerical staff to see a catalog from the supplier, Corporate Express. Tell the staff what you need: page number, item number, quantity, and descriptive name of the item. After approval by the budget manager, the items will be delivered promptly.
Purchases - Petty Cash

What: Petty cash is for emergency purchases only. All purchases go through the regular procurement process.

How: First check with your supervisor for permission to use this service. Present the receipt for the purchase to your dean or associate dean for an approval signature.

Fill out a Petty Cash Voucher, available from the Cashier's window (S 117), with the necessary information, including the account number to which the petty cash will be withdrawn. Present the Petty Cash Voucher and signed receipt to the Cashier. The Cashier will then reimburse you for the expense.

Where:
- **Milwaukee Campus**: Cashier's Window - Room S117
- **Mequon Campus**: Cashier - Room A116
- **Oak Creek Campus**: Cashier - Room A103
- **West Allis Campus**: Cashier - Room 114A
Petty Cash Voucher

PETTY CASH VOUCHER

Name _______________________________ Date _________________ Loc. _______________

Department _______________________________

Signature _______________________________

Item Description and Reason for Purchase __________________________________________

Disbursed by/Business Office Approval ________________________________ Approver _______________

SUPERVISOR-APPROVED RECEIPT (DETAILED) MUST ACCOMPANY — Payment maximum $75.00

53.58-B MATC is an Affirmative Action/Equal Opportunity Institution. We are committed to diversity and all qualified persons. With Disabilities Act. WISCONSIN AREA TECHNICAL COLLEGE