



LARAMIE COUNTY COMMUNITY COLLEGE

EMPLOYEE PURCHASING GUIDE A BRIEF OVERVIEW



This Guide is a brief overview of the policies and procedures described in the Contracting & Procurement Procedures Manual available on the Purchasing web site at www.lccc.wy.edu/purchasing. Electronic or hard copies of this Guide and the Master C&PP Manual are available upon request by contacting the Purchasing Office.

Purchasing Authority

It is the intent of Laramie County Community College ("LCCC") to establish procedures and guidelines that define the processes used to promote, provide, and ensure that centralized procurement services for LCCC are consistent and compliant with the College's Policies, State of Wyoming Statutes and federal requirements such as the Uniform Commercial Code (UCC). By delegation of the LCCC President (*Policy 4.2*), the Director of Contracting and Procurement is responsible for all procurement functions; for maintaining a uniform set of procedures and forms to implement processes regarding solicitation and acquisition of goods and services through quotes, bids, proposals and contractual agreements; and to assist and provide guidance and support to LCCC in the acquisition of goods and services in accordance with College policies and procedures. The primary responsibility of the Purchasing Office is to ensure the proper, prompt and responsive procurement of all supplies, equipment, goods, materials, and services for the College. This charge applies to all College funds. The goal of centralized purchasing function is to maximize competition, provide fair and equal vendor/contractor opportunities, service the campus community with the proper quality, materials and services, and minimizes the College's exposure to risk and liability. Therefore, all procurement activities shall be completed by either the Purchasing Office or under the direct order, guidance, or supervision of this office.

Signature Authority

Procurement authority and approval is based upon the type of transaction, the dollar amount, and is completed in accordance with the LCCC procedure titled "Signature Authority". Employees play a valuable role in the requisitioning process; requesting goods or services for your area, but are not necessarily **authorized to approve the purchase of goods or services** unless you have specific written authority to do so. This may make you personally liable for payment to the vendor.

Public Purchasing — Three Principles

The Division of Contracting and Procurement of LCCC strives for:

1. ***Maximization of Competition.*** Specifications are written to allow the purchasing process to be as open as possible to a number of qualified vendors.
2. ***Equal and Fair Competition.*** Each vendor is provided the same information regarding product or service needs/specifications and their responses (such as price quotes) are kept confidential until the purchase is made.
3. ***Best Value at the Lowest Price.*** The purchase must be made at the lowest price for the product or service that best meets the needs of the requisitioner.

1. Procurement Principles

- A. Public funds shall be expended for an authorized public purpose; therefore expenditure shall benefit the public interest and purpose rather than private individuals or private purposes. Once a public purpose is established, the expenditure must still be authorized via the appropriate written instrument. The term "public funds" is not limited to money, but includes anything of value belonging to a public agency such as equipment, supplies, compensated time, use of telephones, computers, fax machines, and other college equipment and/or resources.
- B. Prior to the initiation of a transaction, said transaction shall have proper written authorization and shall be completed via an approved written instrument from the Purchasing Office. Verbal purchases, commitments and/or transactions are strictly prohibited, and are **not** an accepted method of procurement.
- C. All procurement transactions for materials, goods and supplies shall adhere to the LCCC "Purchase Order Terms and Conditions", NO EXCEPTIONS, unless otherwise negotiated by the Purchasing Office. Shipment terms for all purchases shall be "F.O.B. Destination", or "FOB LCCC Dock, Cheyenne, WY 82007", unless otherwise negotiated and approved by the Purchasing Office.
- D. All contracting transactions for services and labor shall adhere to the LCCC "Contractor Terms & Conditions, Representations, and Responsibilities", NO EXCEPTIONS, unless otherwise negotiated by the Director of Contracting and Procurement.
- E. Price quotations, specification requests, transactions and/or order confirmations shall be completed via an approved Purchasing Office written instrument. All procurement transactions shall be supported with thorough and detailed written documentation.
- F. The purchase of computers, peripherals, software, computer equipment, audio visual equipment, phone equipment, information technology equipment, electronic equipment, on-line subscriptions and materials shall have prior review and approval by the ITS Division before a purchase is initiated. Exceptions to this principle shall be approved via written instrument. Review and approval of such purchases shall be done via the "Acquisition Review Worksheet" and completed via a Purchase Order, regardless of dollar value.
- G. The purchase of furniture, furnishings and equipment (*FF&E*) shall have prior review and approval by the Physical Plant Division before a purchase is initiated. Exceptions to this principle shall be approved via written instrument. Review and approval of such purchases shall be done via the "Acquisition Review Worksheet" and completed via a Purchase Order, regardless of dollar value.
- H. The procurement of materials, goods, or equipment that require an LCCC logo/image, any type of logo/image design, any trademark emblem, and/or anything that affects or impacts the LCCC public

image shall be reviewed and approved by the Public Relations Department prior to a purchase being initiated. Creation, deformation, alteration and/or modification of any trademarked LCCC logo/image is strictly prohibited without the express written authorization of the college administration. Exceptions to this principle shall be approved written instrument. Review and approval of such purchases shall be done via the "Acquisition Review Worksheet" and completed via a Purchase Order, regardless of dollar value.

- I. College funds cannot be used to procure personal items such as, but not limited to: coffee or drink machines, microwave ovens, radios, TV's, DVD players, stoves, refrigerators, other kitchen items, space heaters, and paper shredders (*Refer to Section 2 below for more details*). EXCEPTIONS: College funds may be used to procure refrigerators and microwave ovens for College approved Break Rooms; specifications for same must be reviewed and approved by the Physical Plant.
- J. Splitting an individual order for the purpose of circumventing purchasing procedures or limits is strictly prohibited.
- K. Purchases totaling \$5,000 or more require competitive quotes; and shall be initiated, administered and completed by the Purchasing Office.
- L. Purchases exceeding \$30,000 require competitive bids or proposals; shall be administered and completed by the Purchasing Office to ensure consistent, uniform and equitable procedures; and are subject to review by the College President and approved by the Board of Trustees unless pre-approved via the fiscal year budget process.
- M. Negotiations are a critical function of the procurement process and shall be conducted professionally; within the governing rules and regulations; and completed by the Purchasing Office.
- N. The Director of Contracting and Procurement has ultimate responsibility for all College procurement functions, duties, responsibilities, and processes to include but not limited to, preparation and distribution of uniform procurement documents, solicitations, credit cards, limited purchase orders, purchase orders, charge accounts, agreements and contracts.
- O. In accordance with Wyoming Law, procurement and contracting processes shall adhere to and follow applicable State Statutes. See Wyoming Statutes: Title 9 (*Administration of the Government*), § 9-2-1016 and § 9-2-1057 through 1033; Title 16 (*City, County, State and Local Powers*), § 16-6-101 through 301 and § 16-6-701 through 902; and Title 27 (*Labor and Employment*), § 27-4-401 through 413.

2. ***Prohibited Uses***

The starting point for any analysis concerning the use and/or misuse of public funds begins with the principle that public funds must be expended for an authorized public purpose. Expenditure is made for a public purpose when its purpose is to benefit the greater good or public interest rather than individuals or private purposes. At a minimum, purchases for items that may be questionable or are not clearly defined via the guidelines shall have written approval by an individual at a higher level of authority. In addition, college employees need to be aware of budgetary limits within the accounts they are authorized to use, as well as internal limitations on the use of monies and resources that may be set by the cardholder's department.

Following is a list of **Prohibited Purchases and Purchases** with limitations:

- Alcoholic beverages, tobacco and drugs
- Automotive service and repair – responsibility of the Physical Plant to arrange for services
- Awards, gifts & donations
- Equipment which exceeds \$2,500.00 in total value, refer to Section 206, Paragraph "H"
- Cash advances
- Catering services

- Cellular phones, blackberries, etc., nor airtime for cellular phones, blackberries, etc., computers and other electronic items; refer to Section 206, Paragraph "G"
- Construction, repair, installation and renovation (requires a formal agreement or contract)
- Contracted/Personal services (requires a formal agreement or contract)
- Copier machines, desktop or stand alone; refer to Section 206, Paragraph G
- Entertainment
- Flowers or gifts to individuals, including those in lieu of payment for goods or services
- Fines, late fees and penalties
- Furniture; refer to Section 206, Paragraph "H"
- Gasoline or diesel fuel
- Leases and rental of space (requires a contract)
- Maintenance agreements for services, annual or one-time
- Meals and incidental expenses for employee travel (refer to exception #2 below)
- Medications and medical supplies (refer to Exception #3 below)
- Moving expenses, unless otherwise approved by the President or Executive Director of Human resources
- Personal items or personalized stationary (refer to Note #3 below)
- Political contributions
- Purchases involving trade-in of LCCC property (a function of the Purchasing Office)
- Radioactive or hazardous materials
- Recreation
- Services – retaining or hiring a firm, agency, etc. to provide service of any type
- Software or telephone equipment; refer to Section 206, Paragraph "G"
- Supplies for a "Break Room" (refer to Note #1 below) to include but not limited to: utensils, paper products, coffee pots, coffee, stove, drink machines, kitchen items, and disposable supplies. EXCEPTIONS: Cleaning supplies and tissues are approved purchases.
- Trade-marked or Logo items; refer to Section 206, Paragraph "I"
- Vehicles, leased or purchased
- Weapons and ammunition

Note:

1. Break Room Definition: a room or designated space which is set aside for coffee breaks, snacks, lunches, etc. and is ADA compliant.
2. Refrigerators and microwave ovens are approved purchases when equipping a Break Room.
3. "Personal Items" may include, but not limited to: coffee or drink machines, microwave ovens, radios, TV's, DVD players, stoves, refrigerators, other kitchen items, space heaters, paper shredding machines, coffee, tea, drinks, candy, snacks, break refreshments, personal clothing, party items, and any other items that would primarily be used for personal purposes.

Exceptions:

1. When required in the performance of his/her duties and at their discretion, the College President may procure meals, entertainment, gas, flowers and gifts.
2. Athletic coaches in the performance of their duties may procure meals using the P-Card in lieu of being reinstated for per diem.
3. Medical supplies that are required for Health Science programs and authorized college first-aid kits.

3. *The Basics: Requisitions/Purchase Orders/Limited Purchase Orders*

Requisitions

The Requisition, sometimes simply referred to as a "Req", is created by a requisitioner to obtain supplies, equipment, or services. It must be created accurately and clearly to allow individuals involved with the request to understand what is needed. Requisitions are forwarded to the appropriate department/division

individuals for approval. Purchasing cannot begin to process an on-line requisition without the approval of the appropriate department/division individual(s).

Approvals: The need for approvals is based upon the type of purchase and the dollar amount and in accordance with the Signature Authority procedure. This approval allows Purchasing to create a PO for purchases over \$2,500, or allows your Department/Division to create a Limited Purchase Order for purchases under that amount.

Purchase Orders

The Purchase Order (PO) is a form that is created in the Purchasing Office from information contained in the approved requisition and is used for purchases exceeding \$2,500. The PO number is a critical reference number to be used by the vendor to identify the purchase and shall be referenced on shipping documents and invoices.

Limited Purchase Orders

The Limited Purchase Order (LPO) is created by the respective campus department or division and used for any purchases (*other than buying equipment, hiring of personnel and contract services*) up to \$2,500. LPOs are for one-time purchases that will be shipped complete and billed in total and shall NOT be used for services and/or labor.

Blanket Purchase Orders

Blanket Purchase Orders are documents issued to a vendor for purchase of certain classes or categories of items. The Blanket Purchase Order may spell out terms, conditions, delivery information and other contract information, including pricing or discounts from published lists for a specific period of time. A "Not-to-Exceed" amount is listed on the Blanket Purchase Order document as a method of monitoring and control. Additional controls relative to maximum one-time purchases or single item costs may also be included. Blanket POs help to reduce paperwork and save time. For more information on Blanket Orders, please refer to Chapter One, Section 106 of the Contracting and Procurement Procedures Manual, or call the Purchasing Office.

Prepaid Orders

The College provides prepayments for very limited types of purchases such as subscriptions, dues, memberships, deposits for travel-related expenses, and certain maintenance and license fees.

Levels of Competition/Dollar Limits

At LCCC, as in all public purchasing organizations, there are various levels of competition that shall be followed and properly documented. The greater the dollar amount of the purchase, the greater the competition needed. The different levels are:

Up to \$2,500:

Considered the small purchases limit and completed on an LPO, evidence of competition does not need to be documented. Requisitioners are encouraged to find the best supply source for the best price that meets their needs. Normally, Purchasing is not involved with these purchases, except to provide sources of supply or technical expertise.

Over \$2,500 to under \$5,000:

The Procurement Office completes all processes and subsequent transactions for this limit which are completed on a PO, evidence of competition does not need to be documented, however; the transaction does require a written Quote that shall be completed by the Procurement Office prior to issuance of a PO. Refer to C&P Procedures Manual, Chapter One, Section 104.4 and Chapter Two, Section 206.

From \$5,000 to under \$30,000:

Purchasing transactions from \$5,000 to under \$30,000 shall be made with as much competition as is practical and deemed necessary by the Director of Contracting and Procurement. A minimum of two (2) written quotations will be obtained by the Procurement Office. Supporting written documentation and price quotations are maintained as part of the purchasing file system. Refer to C&P Procedures Manual, Chapter One, Section 104.3 and Chapter Two, Section 206.

\$30,000 and Above:

Purchasing transactions exceeding \$30,000 require competitive, sealed bidding utilizing the Invitation for Bid (IFB) process or the Request for Proposal (RFP) process. The Procurement Office is responsible for administering both processes, and will determine which process is most advantageous or practical to use. Refer to C&P Procedures Manual, Chapter One, Section 104.2 and Chapter Two, Section 206.

4. *Obtaining Quotes*

An employee may choose to solicit quotes themselves for any purchase which does exceed a total amount of \$2,500, or Purchasing can obtain quotes for them. In order to promote fairness and consistency, employees are asked to utilize only Purchasing approved "quotation forms" when obtaining quotes from vendors. This form is available in electronic format and can be obtained by contacting the Purchasing Office.

When you are asked to obtain quotes and specifications from vendors, do not share pricing from one vendor with other vendors. This is an illegal activity per federal, state and college rules and regulations. Only after a Purchase Order is issued to a vendor can prices from other vendors be shared, and this should be done by the Purchasing Office. To request assistance in obtaining quotes, please call the Purchasing Office.

5. *Working with Vendors*

Due to the size and complexity of the College and the programs offered, we require a wide range of products and services. Depending upon your job, you may have limited or fairly regular contact with vendors in order to obtain price quotes and other information. **When working with vendors, there are a number of other points to remember:**

1. **Do not place an order with a vendor yourself** without the proper written documents such as an approved Limited Purchase Order or Purchase Order.
2. **Do not promise an order to a vendor or make unauthorized commitments.** All purchases shall be approved prior to the transaction and coordinated by an authorized person or the Purchasing Office.
3. **Do not request or expect a supplier to provide specifications, layouts or design services without charge or obligation.** Expectations of this nature should be handled ethically and with respect and may need to be competitively priced and there is no guarantee that the vendor providing the services will be the low bidder.
4. **Do not accept equipment as a "loaner" or "on evaluation."** Only after the vendor receives a Purchase Order from the Purchasing Office marked "FOR EVALUATION PURPOSES ONLY" can equipment or software be brought in for evaluation purposes. All costs associated with the delivery, installation, evaluation and return of the equipment is borne by the vendor. Also, all risk of loss or damage remains with the vendor.
5. **Respect suppliers, vendors and contractors** – don't make commitments or promises we cannot fulfill and treat all vendors fairly and consistently without misleading them.

6. **Be wary of unethical tactics by phone solicitors** stating that they can offer you a deal on overstocked items or that it is time to re-order supplies for your office equipment or copier. All such calls should be immediately referred to the Purchasing Office.

6. *Employees as Vendors*

The basic principle underlying procurement ethics is that those in public service should use their positions for the college's benefit and not for their own private gain or the private gain of another. The use of LCCC employees to provide goods or services is strongly discouraged. ANY purchases from an employee should show evidence of competition and be approved in advance by the Director of Contracting and Procurement. This includes purchases made on Limited Purchase Orders.

If you are an Employee acting as a potential vendor or have a relative who is a potential vendor, you must disclose this relationship via the form titled "Disclosure of Substantial Interest" on an annual basis so long as the relationship exists.

7. *Gratuities and Conflict of Interest*

As an LCCC employee, you are subject to the laws and policies which impact all public employees. You are not to show favoritism to particular vendors or providers of services. You are also not allowed to share one vendor's quotes with another. ***The acceptance of gifts and gratuities of value from outside interests such as vendors is illegal.*** When in doubt about the acceptance of gifts that may be considered customary, remember, the best guideline is **DO NOT ACCEPT ANYTHING OF VALUE FROM A VENDOR.**

Conflict of Interest - A conflict of interest occurs when an employee either (1) has an existing or potential financial or other interest which impairs, or might appear to impair, the employee's independent judgment in the discharge of responsibilities to the College or (2) may receive a material, financial or other benefit from knowledge or information confidential to the College. Refer to C&P Procedures Manual, Chapter Twelve Section 1202.5.

8. *Contracts*

For the purposes of this Guide, a "contract" is defined as an agreement between two (2) or more parties, which is intended to have legal effect and documents the pricing, scope or work and other related terms & conditions of the relationship. All contracts document a common understanding among the parties as to the essential terms of their agreement, contain mutual obligations, and set forth "legal consideration," meaning that something of value is exchanged between the parties and include "agreements" and memorandum of understanding (MOU). Oral arrangements are **not** an acceptable method of procurement; therefore they must be written to be enforceable. An agreement may constitute a binding contract even though one party provides something of value to the other party at no charge.

Per college policy and procedure; the initiation, review and routing of "contractual documents" by college employees who wish to involve college resources shall follow proceed according to the procedures as outlined in the Contracting and Procurement Procedures Manual, Chapter Three Section 309, Chapter Five, and Chapter Six Section 601. Briefly summarized, please note:

- The initial step for entering into a contractual relationship is to contact the Contracts Office (AM-108) first, not the vendor. Unless otherwise agree to, contract, agreement and MOU negotiations are to be handled by the Contracts Office.
- Contract negotiations must be done initially and before any paperwork is processed in order to best serve the potential relationship.
- All contracts require prior review and approval by the Purchasing Office prior to final signature by the President or his/her designee.
- Whenever possible, contracts should be done using college approved forms and/or templates.

Professional Services:

Wyoming State Statute § 9-2-1016 (b)(D) mandates that every Agreement/Contract for services over \$1,500.00 must be reduced to writing before services are performed. These Agreements/Contracts are drafted by the Director of Contracting and Procurement and may only be signed by the LCCC President or Designee, Vice President of Administration and Finance, or Director of Contracting and Procurement. The LCCC employee requesting the service to be performed must provide the Purchasing Office with the following information:

- Vendor Quote/Statement of Work
- Vendor's responsibilities and LCCC's responsibilities
- Vendor company name, address, email, phone and point-of-contact (name)
- Authorized written approvals and budget coding
- If the service exceeds \$5,000.00, then the Purchasing Office will go to bid for the services
- Sole Source Form (if applicable, to be determined by Director of Contracting and Procurement)
- Acquisition Review Worksheet (if applicable, to be determined by Director of Contracting and Procurement)
- W-9 (Purchasing Office can obtain, but it is required before services can begin)
- Certificate of liability insurance (Purchasing Office can obtain, but it is required before services can begin)

For purchases where the cost is less than \$1,499.00, an Agreement/Contract is not required, except in the following cases:

- Educational Affiliation Agreements
- Clinical Agreements
- Memorandum of Understanding (MOU)
- Lease Agreements
- Mentor Agreements
- Internships/Externships
- Guest Speaker/Lecturer
- Visiting Artists
- Theater Participants
- When any Company/Provider requests that LCCC sign their agreement, it must be routed to the Purchasing Office regardless of dollar amount
- **If you have a question, please ask the Director of Contracting and Procurement before you proceed**

Employees requesting a service to be performed that is less than \$1,499 must route the following to the Purchasing Office so the project may be handled correctly (if applicable):

- Vendor Quote/Statement of Work
- Vendor company name, address, email, phone and point-of-contact (name)
- Authorized written approvals and budget coding
- Acquisition Review Worksheet (if applicable, to be determined by Director of Contracting and Procurement)
- W-9 (Purchasing Office can obtain, but it is required before services can begin)
- Certificate of liability insurance (Purchasing Office can obtain, but it is required before services can begin)

The Purchasing Office will issue a Purchase Order and send the PO to the vendor directly. No services can be performed until the aforementioned information is received by the Purchasing Office and a PO is issued and confirmed by the vendor.

9. Sole Source Purchasing

Products or services may be procured without competition if there is documentation that there is only one source available. Submission of cost and specifications data may be required by the requesting

department in conjunction with the Purchasing department. Sole source procurement shall be avoided whenever possible. Written justification is required on all source requests which shall be reviewed and approved by the Director of Contracting and Procurement. Refer to C&P Procedures Manual, Chapter Three Section 305.

10. *Emergency Procurement*

The purchase of goods or services on an "emergency" basis, without competition, is only approved by the Purchasing Office for situations that affect the safety and welfare of employees, students, and the public.

11. *Cooperative Purchasing Agreements*

LCCC has the option of using a number of established contracts developed by the College and other state, federal or educational agencies. We have cooperative purchasing agreements with the State of Wyoming, other colleges, and national educational purchasing organizations. The Purchasing Office can assist you in accessing information on these contracts.

12. *P-Card Procurement Program*

The purpose of the Procurement Card Program (P-Card) is to establish a more efficient, cost effective method of purchasing and paying for small dollar non-recurring transactions within established usage limits. Small dollar transactions are being defined as any total purchase that is under \$2,500, including all shipping, handling, and other transaction costs. The program is further intended to eliminate petty cash and the use of personal funds, and to reduce the use of Limited Purchase Orders. Card use will be monitored and cards may be rescinded at any time by the Director of Contracting and Procurement.

All Cardholders will be required to sign a Procurement Cardholder Agreement, and the P-Card will be issued by the Purchasing Office only after the cardholder has completed P-Card training. Standard procedure requires retention of receipts, sales slips, invoices, order forms and other documentation. **Personal purchases of any nature are NOT allowed under any conditions, and cards must only be used by the cardholder name appearing on the card.** The P-Card is **NOT** intended to avoid or bypass appropriate procurement or payment procedures, or to circumvent existing policies and procedures. Failure to comply with this policy will result in disciplinary actions, including up to possible termination of employment. For details about program, refer to Procurement Card (P-Card) Procedure Manual.

13. *What We Can Do For You*

The Purchasing staff is here to assist you with your purchasing questions and concerns. In addition, we offer the following services:

- **Obtain quotes** for purchases of goods or services that exceed \$2,500.
- **Conduct informal and formal quotes and bidding** for large dollar purchases.
- **Consolidate and coordinate** purchase requirements from around the College to gain better pricing and delivery for you, the customer.
- **Maintain lists of sources for products and services.** We can research new suppliers for products not on file.
- **Provide technical assistance** on purchases of goods or services.
- **Provide explanations of purchasing procedures, processes and laws.** We can answer many of your questions or refer you to the correct source.
- **Act as a liaison with contractor or supplier.** We provide advice and assistance with orders, contract formation, renewals and termination actions.
- **Approve** requests for emergency purchases.
- **Approve** documentation requesting sole source purchases.

14. *Frequently Asked Questions*

What costs are included in the \$2,500 Limited Purchase Order limit? The \$2,500 limit is all inclusive of the price of goods, shipping, handling, and freight charges.

Who authorizes changes in POs, Agreements and Contracts? All changes shall be authorized via written instrument through the Purchasing Office.

Do we pay taxes? The College is a tax-exempt entity. Copies of the Tax Exemption form are available from the Accounting Office.

Can an order be placed before a PO or LPO is created? Do not place an order, promise an order, or otherwise authorize the purchase of goods or services without the proper written and approved documents such as an approved LPO or PO being issued prior to placement of said order. This may make you personally liable for payment to the vendor.

Can an order to one vendor be divided between two or more POs or LPOs? It is unlawful and against College Policy and Procedures to split orders in order to stay under certain dollar limits, subsequently avoiding the competitive process or applicable written procedure.

Who pays the bills? Payments to vendors are processed by the College Accounting Office located in the Administration Building. Please forward any invoices you receive to Accounts Payable so that payment can be processed.

Can price quotes be shared with other vendors? Do not share price quotes from one vendor with other vendors. This is not only illegal but unethical. Only after a PO or LPO is issued can prices from other vendors be shared and this should be done by the Purchasing Office.

Where can I learn more? The Purchasing Office, from which this Guide was created, offers information regarding the LCCC purchasing policies and procedures, available upon request via hard-copy or electronically.

Commitment to Quality

The Contracts and Procurement Office is dedicated to providing quality service to the College and to the public. We must work within the legal framework of public purchasing while providing goods and services to LCCC staff, faculty, and students. We also have a responsibility to provide opportunities to members of our business community to supply goods and services to LCCC. Feel free to contact us with your ideas, suggestions, or concerns. The Purchasing Office is located in the Administration Building, our phone numbers are: (307) 432-1648, (307) 778-1153 or (307) 778-1280. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday; and 7:30 a.m. to 4:30 p.m. Monday through Friday during the summer.

Disclaimer

The information contained herein is provided as established procedures and guidelines and may be distributed or copied. It is not intended to be a full and complete statement of College policy and procedure regarding procurement of goods, work and/or services. While Laramie County Community College makes every effort to provide accurate and complete information, data may change as policy, regulations, rules and laws change, therefore the contents of this Manual are subject to change without prior notice by the Director of Contracting and Procurement.

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