



PURCHASING

Contracts, P-Card Purchases, and more

What is my Budget?

Zero-based budgeting (ZBB) is a method of **budgeting** in which all expenses must be justified for each new period. **Zero-based budgeting** starts from a "zero base," and every function within an organization is analyzed for its needs and costs.

Use Excel for Budget Tracking

Vendor	EVENT	Item	Amount
Glennovan James	Kick Off	DJ	\$225.00
Popoyes	Kick Off	Food	\$506.84
StarQuix	Kick Off	Magnets	\$502.89
StarQuix	Kick Off	Fans	\$325.00
Campus Speak	LeadMDC	Speaker	\$3,500.00
			\$5,059.73

Ways to make purchases

- Online orders
- In Store purchases (this option may not be available unless you are a Pcard holder)
- Purchase Order
- On campus catering

What can I pay for

- You can purchase anything for the benefit of students
- If you are using Student Life fees, you may not use funding to pay for anything for staff or faculty
- Most commonly requested
 - *Food*
 - *Promotional Items*
 - *Speaker Fees*
 - *Books*

Promotional Items w/ a PURPOSE

- You CAN purchase promotional items, but they should be for a reason
- T-Shirt, directs them to the Black History Month website
- Planner that has the calendar of events built into it
- Coffee Mug that has empowering women quotes on it
- Bracelets that direct them to social media where they can find the events listing
- A reusable water bottle for an environmental event
- Padfolio for a professional development workshop, speaker series, or career readiness event

Student Life Funded Activities

- **Hispanic Heritage Month**
- **Black History Month**
- **Women's History Month**
- **Pride Week**

Purchases over \$999.00

- Anything over \$999.00 (and often purchases less than) should be made with an Agreement for Services via Purchase Order
- Step 1- Identify if the company/restaurant/individual is a vendor

- On Peoples Soft follow this pathway

Favorites-----Main Menu----- Financials----- Suppliers-----Supplier Information----- Add/Update----- Review Suppliers

Review Suppliers

Search Criteria

*SetID 🔍

Contains ▼

Equal to ▼

Supplier Status ▼

Sanctions Status ▼

Name

Withholding Name

Supplier ID 🔍

Equal to 🔍

Short Name 🔍

Classification ▼

Type ▼

Persistence ▼

Equal to ▼

Customer Number

ID Type ▼

VAT Registration ID

Withholding Tax ID

Address

City

Country 🔍

State 🔍

Postal

Bank Account #

Search

Clear

Search Results

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) | First 1-5 of 5 Last

Main Information Additional Supplier Info Audit Information

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
▼ Actions	SHARE	0000000703	Sergio's Restaurant #6, Lic	SERGIO'S R-001	12380 SW 130 ST	MIAMI	FL	USA	Active
▼ Actions	SHARE	0000000703	Sergio's Restaurant #6, Lic	SERGIO'S R-001	12380 SW 130 ST	MIAMI	FL	USA	Active
▼ Actions	SHARE	0000001391	Sergio Andricain	SERGIO AND-001	10854 SW 88 ST	MIAMI	FL	USA	Active
▼ Actions	SHARE	0000001391	Sergio Andricain	SERGIO AND-001	10854 SW 88 ST	MIAMI	FL	USA	Active
▼ Actions	SHARE	0000004265	SERGIO GONZALEZ-VEGA	SERGIO GON-001	5510 SW 17 CT	GAINESVILLE	FL	USA	Active

What if they are NOT a Vendor

- Simply get an INVOICE and a W9
- Make sure the name of the company and address match on both documents
- Send to RonaldRodriguez and ask him to add the new vendor in the system
 - rrodri23@mdc.edu
- Your vendor number will be active in 2-3 days
 - *Note the Vendor Number on the Invoice for Service*

Things to Note

- You can not pay an INDIVIDUAL more than \$500.00
- Even an Honorarium requires that the Agreement for Services be completed
- Late requests will not be processed for payment
- If the vendor does not supply the paperwork or sign the agreement, they will not be paid

Agreement for Services

- Must be completed 4 weeks in advance of service
- New Vendor
 - *Resume (required for an Individual not a company)*
 - *W9*
 - *Invoice*
 - *Rationale/Justification*
- Returning/Existing Vendor
 - *Invoice*
 - *Rationale/Justification*

Chair v Student Life Responsibility

- **The Chair (or appointee) is responsible for**
 - *Securing Quote*
 - *Establishing Vendor Number*
 - *Collecting Documents (Resume, W9, Invoice)*
 - *Submitting all materials to Student Life 4 weeks in advance of service*
 - *Securing Vendor Signature on Agreement for Services*
- **Student Life is responsible for**
 - *Creating Agreement for Services*
 - *Securing campus administration signatures*
 - *Submitting Invoice for payment*

Purchasing Card Purchases

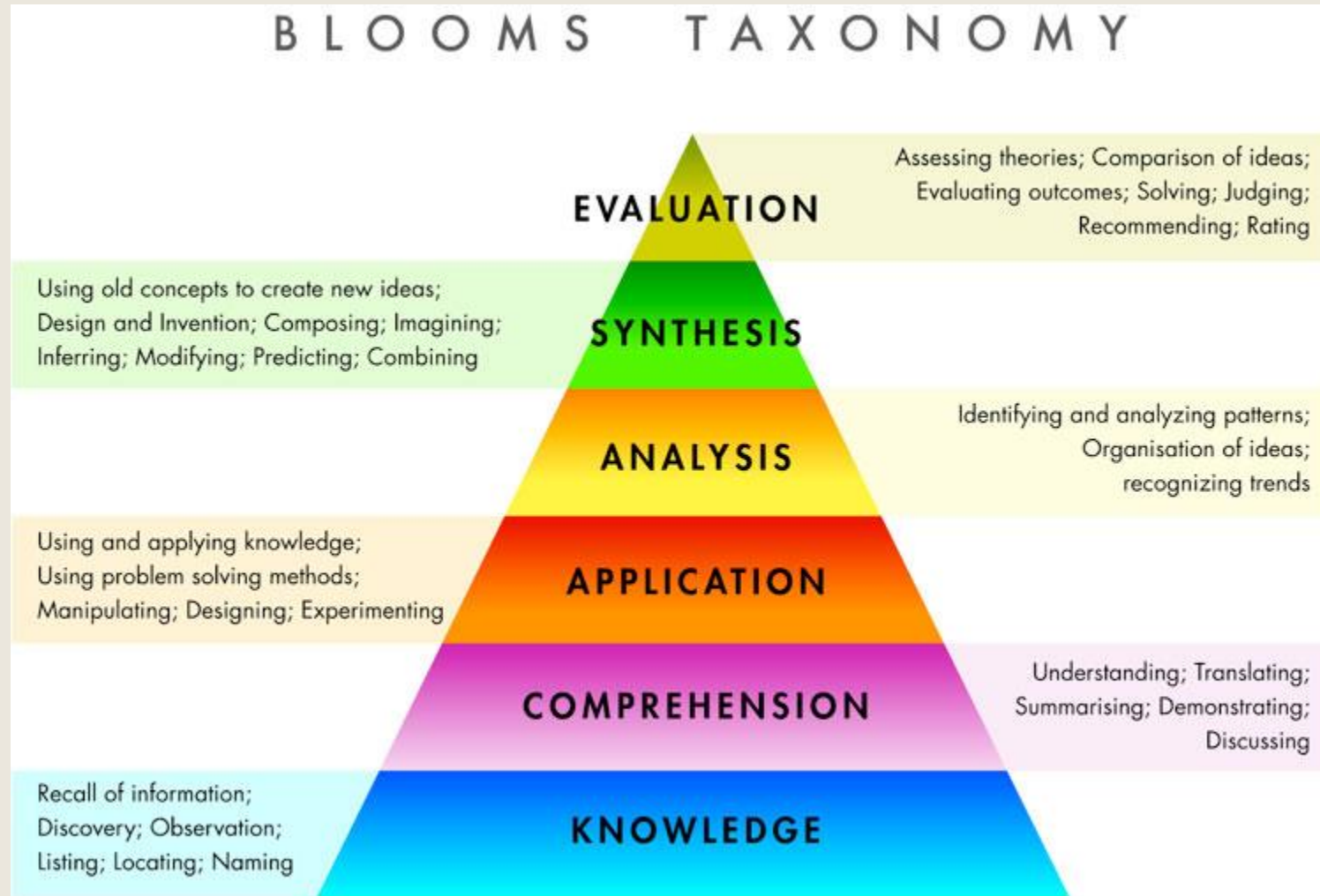
- “Shopping Trips” may not be realistic, so you should plan to have things order online and/or delivered
- We can buy items online through any website, simply send over the links for purchase



ACCESSING LEARNING

Start with the end in mind....

What do you want them to LEARN



As a result of attending this program, participants will acquire the ability to:

- Bridge the gap between senior management & the front line.
- Lead across organizational or geographical boundaries.
- Learn the art of collaboration.
- Solve complicated problems & take wise action in complex, rapidly changing conditions.
- Manage stress, build resiliency & leverage multiple life roles.
- Build a network of supportive leaders to continue development.

Sample Question

- This workshop/program increased my awareness of the importance of social enterprise
- Which of the following is a social enterprise?
 - [Recyclebank](#) - *rewards people for taking everyday green actions with discounts.*
 - [VerTerra Dinnerware](#) - *sustainable disposable dinnerware made from banana leafs.*
 - [x-runner Venture](#) - *provides waterless toilets to families that do not have standard toilets.*
 - *All of the above*

Satisfaction v Learning (perceived learning)

- Rate your level of satisfaction with the program.
- Rate your likeliness to attend future events such as this.

- This workshop has enhanced my ability to communicate effectively.
- This workshop has increased my understanding of leadership character.