

Davis Applied Technology College: A Utah College of Applied Technology Campus Purchasing Policy and Procedures

Effective Date: 26 April 2007

Administrative Council Approval: 26 April 2007

Board Approval: 26 April 2007

1. Purpose

The purpose of this policy is to provide an overview of the procurement policies and procedures of the Davis Applied Technology College (DATC): A Utah College of Applied Technology Campus.

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3. General Policies

3.1. All purchases must be approved by an employee who is authorized in writing by an Administrator. On at least an annual basis, each Executive Administrator shall submit a listing of employees under their direction who are authorized to make purchases. The list shall contain the employee's name, job title, amount authorized for purchasing, and any approval signatures required. These lists must be approved by the Vice President of Finance and Information Services. All purchases \$2,000 or more must be approved by an Administrator. Purchase requisitions may not be separated into multiple requests to avoid Administrator approval.

3.2. It is the responsibility of Budget Program Managers to track expenditures and purchase requests against all budgets under their direction to ensure purchase requests are not approved that exceed available budget. No purchases shall be made or approved without available budget funds to cover all associated costs. Reports will be distributed monthly by the Fiscal Services Office which compare budget to year-to-date expenditures.

3.3. Purchases must support the program goals and purposes from which they are funded, and must comply with all contract/grant requirements and state and federal laws.

3.4. The Controller shall review all purchase requests as part of the approval process to verify accounting treatment, budget availability, and compliance with legal/contractual requirements; and will track the payment of invoices against resulting purchase orders. Purchase Order Requests are not approved until approval is completed by the Controller.

3.5. All purchases, unless specifically exempted in this policy require the use of a purchase order request or check request, and require the generation of a purchase order in the accounting system. **Purchase orders which confirm a purchase made by some other method are not allowed.**

3.6. Payments for goods or services related to contracts (including ongoing utilities), leases, maintenance agreements, contracts for professional services, etc. do not require a purchase requisition or purchase order if a written agreement is in place. Approval of these contracts is addressed in the Contract/Agreement Signing Policy and Procedures.

3.7. For items which require prepayment prior to the receipt of goods or services, such as travel advances or settlements, subscriptions, postage, memberships, etc, if an invoice has already been received or another internal DATC approval form is required, these invoices or approval forms may be used in lieu of a check

request. In these instances, the invoice or internal form must go through the same approval procedures as all other check requests.

3.8. If an invoice amount exceeds the purchase requisition or order by an amount greater than \$100, the purchase order or requisition must be amended and approved by the appropriate authorized signers.

3.9. Purchases over \$1,000 must be made from State contracts or similar agreements, unless an alternate vendor offers a lower price or the good or service needed is not offered by a State contract or similar agreement vendor. Access to State contract information can be found on the internet at <http://www.purchasing.utah.gov/>.

3.10. Purchases for purchase order line items over \$1,000 not made on a State contract or similar agreement require two price quotes. If the good or service required is available on a State contract or similar agreement, but an alternate vendor offers a lower price, the State contract or similar agreement price should be used for the second price quote. If a vendor is a sole source and no reasonable alternative exists, a second price quote is not required. Fiscal Services Division approval is required for sole-source purchases.

3.11. Competitive quotes are not required when purchasing items from the following State Agencies:

- (a) Division of Surplus Property,
- (b) Division of General Services,
- (c) Division of Correctional Industries, and
- (d) Division of Services for the Visually Handicapped.

3.12. All textbooks, curriculum, instructional tools, and office supplies should be purchased through the DATC Bookstore. Items which are not normally stocked by the Bookstore and which are not normally needed on a regular, recurring basis may be ordered without using the Bookstore upon approval by the Controller.

3.13. All meals, refreshments, or other food items purchased for consumption on the DATC main campus with DATC funds should be purchased through the DATC Food Services Department.

3.14. Computer purchases, including hardware, software, and communication/network devices, must be approved by the Information Technology Department to verify they are consistent with the DATC's computer strategy.

3.15. The approval of the Facilities Services Director shall be obtained prior to making purchases of major equipment powered by electricity or other utilities. The addition or expansion of all utilities, must be coordinated through the Facilities Services Director. The approval of the Vice President of Student and Facility Services shall be obtained prior to making purchases of furniture, carpet, or paint.

3.16. Rush approval of Purchase Order Requests may be requested in emergency situations or in instances when purchases are required under a short deadline. Rush approval must be requested no later than 24 hours before needed, and shall be approved by the Controller.

3.17. Employees who do not comply with the provisions of the DATC Purchasing Policy and Procedures will be subject to withdrawal of the authority to make purchases or to a reduction in the dollar amount authorized for purchases. Further, such employees may have the instances of non-compliance noted as a part of their performance evaluation.

4. Purchase Requests

4.1. Purchases Up To \$1,000.

4.1.1. No competitive quotes are required for purchases for purchase order line items up to \$1,000. The purchaser may select the best source without seeking competitive quotes.

4.1.2. Sole source rules do not apply for purchases for purchase order line items up to \$1,000.

4.2. Purchases Over \$1,000 and Up To \$50,000.

4.2.1. Purchasers must obtain price quotes from at least two vendors for all purchases for purchase order line items over \$1,000 and up to total purchases of \$50,000 that are not supplied by departments or divisions of the State or that are not included in a State contract or similar agreement. Price quotes must be obtained by phone, FAX, or letter from a representative of an established, viable vendor and documented on a quote sheet.

4.2.2. Award must be made to the vendor submitting the lowest quote meeting the minimum reasonable specifications and delivery date.

4.2.3. All purchases over \$2,000 must be approved by the appropriate Division Administrator.

4.2.4. Sole-Source Procurement. If at least two quotes cannot be obtained, the purchase is considered a sole-source purchase. Sole-source purchases require Fiscal Services Division approval. Examples of circumstances which could necessitate a sole source purchase are as follows:

4.2.4.1. When compatibility of equipment, accessories, replacement parts, or service is a paramount consideration.

4.2.4.2. For purchase of items for resale.

4.3. Purchases Over \$50,000. Large purchases are subject to considerable public scrutiny. Therefore, all purchases over \$50,000 are subject to a competitive sealed bidding process or to a competitive sealed proposal process.

4.4. Division of Requirements. Procurement requirements shall not be artificially divided to avoid using the source selection methods and signature approval requirements set forth in this policy.

4.5. Non-Compliance with Purchasing Policy. Non-compliant purchasers will be subject, at the discretion of the Vice President of Finance and Information Services, to withdrawal of the authority to make purchases or to a reduction in the dollar amount authorized for purchases.

4.6. Procedures.

4.6.1 Requestor: Obtain at least two competitive quotes for each purchase for purchase order line items over \$1,000. Evaluate quotes and determine which has the lowest price that still meets minimum specifications and required delivery date. If at least two valid quotes cannot be obtained, the purchase is considered a “sole-source” purchase and must be approved by the Fiscal Services Division.

Review request for availability of budgeted funds.

Complete Purchase Order Request form, including all fields. Check the Purchase Order Request box (for Check Request see Payment Policy). Attach quote sheet to Purchase Order Request form.

If purchase is being made using a State contract, write the State contract number on the Purchase Order Request form.

Verify the proper account code number and sign the request.

Obtain all appropriate approval signatures on the request form.

If request is \$2,000 or less, forward all copies to Controller.

If over \$2,000 forward all copies to appropriate Administrator for approval.

4.6.2. Administrator: Review all requests over \$2,000.

If approved, forward all copies to the Controller.

If rejected, return to Requestor with explanation.

4.6.3. Controller: Review request to determine compliance with policies and procedures, including, price quotes, State contract number, appropriate accounting information, completeness, budget availability, proper authorizing signatures, and compliance with contracts, grants, and other legal requirements.

If the purchase is for information technology goods or services, determine that approval has been obtained from the Information Technology Department.

If the purchase request is for office supplies or other items that should be carried by the Bookstore, forward the request to the Bookstore Director for processing unless approval is granted to purchase without using the Bookstore. Notice should be given to the Requestor if the document was forwarded to the Bookstore.

If the purchase request is for food items that should be ordered through Food Service, return the request to the Requestor unless the purchase order has the approval signature of the Kitchen Coordinator.

If not acceptable, return to Requestor with an explanation.

If acceptable, initial Purchases Order Request form and enter information into accounting system to generate purchase order. Write purchase order number on Purchase Order Request form.

Place order with vendor for goods or services. If required, send white copy of Purchase Order Request form to vendor. The Requestor may place the order with the vendor only after approval and coordination with the Controller.

4.6.4. A/P Technician: File white copy of the Purchase Order Request form numerically by P.O. number.

Give yellow copy of Purchase Order Request form to Shipping and Receiving for tracking purposes.

Return pink copy of the Purchase Order Request form to Requestor indicating the purchase has been approved and ordered.

Track payments of invoices against purchase orders and note when all related invoices have been received and paid. (See Payment Policy for detail procedures.)

5. Open Charge Account Purchases

5.1. Approval of Open Charge Accounts.

5.1.1. Open charge accounts must be approved by the appropriate Division Administrator and by the Vice President of Finance and Information Services prior to establishing the account with the vendor.

5.1.2. All open charge accounts will be closed by May 31 of each fiscal year and must be re-approved prior to use in the next fiscal year.

5.2. Encouragement to Use Purchasing Cards. Employees are encouraged, but not required, to make small purchases by using a Purchasing Card rather than establishing an open charge account.

5.3. Non-Compliance with Purchasing Policy. Non-compliant purchasers will be subject, at the discretion of the Vice President of Finance and Information Services, to withdrawal of the authority to make purchases using open charge accounts and/or to having the charge account closed.

5.4. Procedures.

5.4.1. To Establish an Open Charge Account.

5.4.1.1. Requestor: Review request for availability of budgeted funds.

Complete Purchase Order Request form, including all fields. Check the Purchase Order Request box (for Check Request see Payment Policy). Indicate at the top of item description section that it is an open charge account request. Enter the requested amount up to \$1,000, and indicate the type of supplies the request includes.

Verify the proper account code number for each type item listed and sign the request. Indicate on the request the employees authorized to make charges on the account.

Obtain all appropriate approval signatures on the request form. Forward all copies to appropriate Administrator for approval.

5.4.1.2. Administrator: Review all requests to establish open charge accounts.

If approved, forward all copies to the Controller.

If rejected, return to the Requestor with an explanation.

5.4.1.3. Controller: Review request to determine compliance with policies and procedures, including appropriate accounting information, completeness, budget availability, proper authorizing signatures, and compliance with contracts, grants, and other legal requirements.

If acceptable, forward all copies to the Vice President of Finance and Information Services.

If not acceptable, return to Requestor with an explanation.

5.4.1.4. Vice President of Finance and Information Services: Review request for reasonableness.

If approved, return all copies to the Controller for processing.

If rejected, return to Requestor with explanation.

5.4.1.5. Controller: Initial Purchase Order Request form and write OPEN ACCOUNT on form.

Enter information into accounting system to generate purchase order. Write purchase order number on the form.

Set up open charge account with vendor. Indicate in writing to vendor, either on the white copy of Purchase Order Request form or on an attached memo, the amount of charged purchases allowed, the time period the account is authorized for, and the names of employees authorized to make charges.

5.4.1.6. A/P Technician: Return pink copy and yellow copy of the Purchase Order Request form to Requestor indicating the open charge account is approved by the DATC.

5.4.2. To Make a Purchase Using an Open Charge Account.

5.4.2.1. Authorized Requestor: Charge purchases up to approved amount as needed for approved purposes only. Monitor budget for availability of funds and do not make purchases that exceed budget.

5.4.2.2. A/P Technician: Receive invoices for open charge accounts. Track payments of invoices against open purchase orders. (See Payment Policy for detail procedures.)

If a purchase charged to an open account is not for a type of item approved on open Purchase Order, have appropriate Division Administrator approve invoice payment as described in Payment Policy. If this develops into a continual problem, notify the Vice President of Finance and Information Services.

5.4.2.3. Administrator: Monitor open charge accounts on a monthly basis to ensure that only authorized items are being charged.

5.4.2.4. Controller: Monitor accounts on a regular basis and notify Vice President of Finance and Information Services if budget problems related to open Purchase Orders develop.

6. Emergency Purchases

6.1. An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be determined by the Vice President of Finance and Information Services or his designee. The existence of such condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods.

6.2. Emergency procurement shall be limited to only those supplies, services or construction items necessary to meet the emergency.

6.3. The source selection method used shall be selected to help identify potential sources of supply that can be solicited in time to meet the emergency. Given this constraint, such competition as is practical shall be obtained.

6.4. The employee responsible for making an emergency procurement shall make a written determination stating the basis for an emergency procurement and for the selection of the particular supplier.

6.5. Procedures.

6.5.1. Requestor: Determine that an emergency condition exists and identify those goods and/or services that will be necessary to meet the emergency. Contact the Vice President of Finance and Information Services with the request.

6.5.2. Vice President of Finance and Information Services: Evaluate the request for an emergency purchase order. If the request is not appropriate, the requestor will be asked to submit a purchase requisition through normal means. If the request is appropriate, the Vice President of Finance and Information Services will then issue the requestor an approval to authorize the vendor to supply the requested goods and/or services.

6.5.3. Requestor: Authorize the vendor to supply the needed item(s). Complete a purchase requisition with the background information for the emergency, referencing also the Vice President of Finance and Information Services' approval and date.

7. Purchasing Card Program

This policy is based on documents which are copyrighted by U.S. Bancorp.

7.1. Overview.

The purpose of the DATC Purchasing Card Program is to establish a more efficient, cost-effective method of purchasing and payment for small-dollar transactions. The program is designed to supplement a variety of processes including petty cash, check writing, low-value authorizations, and small dollar purchase orders.

All cards are issued per DATC policies. Card usage may be audited and/or rescinded at any time. The person whose name appears on the Purchasing Card is the only person entitled to use that card.

These policies and procedures provide the guidelines under which a cardholder may utilize their Purchasing Card. The cardholder's signature on the Cardholder Agreement indicates understanding of the intent of the program and agreement to adhere to the guidelines established by the program. Authorized cardholders will receive a DATC Purchasing Card upon submitting a signed Agreement to Accept the Purchasing Card, and may begin using the card immediately upon receipt. Cardholders should contact the DATC Fiscal Services Office with questions.

Record-keeping will be essential to ensure the success of this program. This is not an extraordinary requirement. State Finance and Purchasing policies require retention of receipts, competitive quotations, etc. As with any charge card, cardholders must retain receipts for their own protection and the College's protection.

Cardholders should remember that they are committing State funds each time they use the DATC Purchasing Card. This is a responsibility that cannot be taken lightly!

7.2. Policies and Procedures.

7.2.1. To Obtain a Card.

It is recommended that employees read this policy and procedures section in its entirety before requesting a DATC Purchasing Card. This section provides a variety of information about the process, the types of purchases that can and cannot be made, who will accept the card, records that must be maintained and reconciled monthly and miscellaneous information about the program.

After an employee reads and understands the procedures outlined, the employee completes a Purchasing Card New Account Information Record.

The appropriate Division Administrator must indicate approval by signing the form. Requests will be processed through the Fiscal Services Office.

During this process, a cardholder training session must be attended by the prospective cardholder. These training sessions will be held as needed and scheduled by the Fiscal Services Office.

At the conclusion of the training session, employees will be given a copy of the Agreement to Accept the Purchasing Card form. This form should be read carefully. It explains the conditions under which an employee receives the Purchasing Card. If the employee is in agreement with what is stated, they sign their name and have the Division Administrator sign also. The form is turned into the Fiscal Services Office. The employee will then receive their Purchasing Card.

When the card is received, the cardholder should sign the back of the card and always keep it in a secure place! Although the card is issued in the cardholder's name, **it is the property of the DATC and is only to be used for DATC purchases as defined in this document.**

7.2.2. General Information.

- The program helps to eliminate the use of small dollar purchases orders, petty cash, requests for checks, and the use of personal funds reimbursed by expense report.

- The program is NOT intended to avoid or bypass appropriate purchasing or payment procedures. Rather, the program complements the existing processes available.
- The program is not intended to replace the current travel program, and should not be used for travel reimbursement expenses.
- The card is not to be used for personal use.
- The program can be used for in-store purchases as well as mail, e-mail, telephone and fax orders.
- When items which will be delivered to the DATC are ordered with a Purchasing Card the cardholder should notify Shipping and Receiving.
- Each cardholder is responsible for the security of their card and the transactions made with the card. The card is issued in the name of the employee and it will be assumed that any purchases made with the card will have been made by the employee. Failure to comply with the guidelines established for this program may result in severe consequences, **up to and including termination of employment.**

7.2.3. Examples of when the Purchasing Card may be used:

- Subscriptions, seminars, video tapes
- Miscellaneous maintenance requirements

7.2.4. Examples of when the Purchasing Card may not be used:

- Any item exceeding \$2,000 in value
- Any merchant, product, or service normally considered to be inappropriate use of State funds
- Capital equipment
- Travel or travel reimbursement expenses

7.2.5. Services: Do not use the card to pay for any services.

For example:

- Personal services
- Consultants
- Attorney fees

7.2.6. Some Built-In Restrictions.

Each card has been assigned an individual credit limit which is based on previous purchasing activity. If the cardholder finds over time that the limit is too low to accommodate monthly requirements, the cardholder may contact their Division Administrator to re-evaluate the limit. If the Division Administrator agrees that it would be appropriate to raise the limit, the Division Administrator should contact Fiscal Services so that appropriate maintenance can be performed by U.S. Bank personnel. U.S. Bank will not change a credit limit without the approval of the Fiscal Services Office.

Some supplier's Merchant Category code (MCC) codes have been "blocked" from usage in the program. If a cardholder presents their card to any of these suppliers, the transaction will be declined. It is likely that any supplier currently utilized as a source for products will accept the card. If a cardholder is declined and feels the decline should not have occurred, they may call the 800 number on the card. U.S. Bank Customer Service will determine if the decline was because of merchant blocking or exceeding the monthly credit limit or single-purchase limit imposed on the card.

7.3. The Purchasing Card Log.

The Purchasing Card Log becomes an ongoing record of information about the transactions made on each card. The form is simple and easy to use, and will require a minimum amount of time to maintain.

If the purchase is for line items between \$1,000 and \$2,000, the cardholder will need to keep documentation of the two price quotations received to comply with State Purchasing policy.

Individual receipts typically itemize merchandise purchased. The log allows management to review the types of goods purchased on the card and determine where the card is being used. It also provides a record of activity enabling the cardholder to reconcile the Monthly Reconciliation Statement. In addition, the receipts retained in conjunction with the log provide the documentation necessary should there be an audit.

The Cardholder should always obtain a receipt when using the Purchasing Card. This is not an extraordinary requirement. In the log, record the date of the transaction, the name of the supplier, identify the merchandise purchased, and the dollar value of the sale. A separate line item is required for each purchase. Indicate if the order was placed via phone, fax, mail, e-mail, or in person.

This log is the record against which the cardholder will reconcile the Monthly Reconciliation Statement. The original log must be signed by the approved Department or Division Manager to indicate approval and review. Original documents will be retained and stored in accordance with Center policy consistent with other financial documents.

7.4. Specific Cost Accounting Needs: The proper account code should be indicated on the Purchasing Card Log.

7.5. Reconciliation and Payment: The U.S. Bank Purchasing Card Program carries institutional, not individual, liability. Invoices will be paid by the Fiscal Services Office and individual cardholders will not be required to pay a Monthly Statement using personal funds. **The program does not impact a cardholder's personal credit rating in any way.**

7.6. It is required that cardholders retain all receipts for goods purchased.

If a purchase is made via phone, fax, mail, e-mail, or other electronic means, the supplier should be asked to include an itemized receipt with the goods when the product is shipped. This itemized receipt is the only original documentation for the purchase. This will also be used for auditing purposes.

Each cardholder will receive a statement identifying all transactions made against the card during the previous billing cycle. The statement must be reconciled against the Purchasing Card Log and the retained receipts for accuracy. Each cardholder should forward their reconciled statement to their approved Department or Division Manager for review and approval. The statement will be forwarded to the Fiscal Services Office for retention in case of an audit.

Actual payment of a central invoice will be made by the Fiscal Services Office. However, each cardholder's activity may be audited at any time.

7.7. If Cardholder Records Do Not Agree With Statement.

There may be occasions when items on a statement do not correlate with the entries in a log or the retained receipts. The cardholder may not have made the transaction, the amount of the transaction may be incorrect, or there may be an issue with the quality of a product.

First, contact the supplier involved to try to resolve the error. If the supplier agrees that an error has been made, he/she will credit the account. Highlight the transaction in question on the log as a reminder that the item is still pending resolution.

Second, if the supplier does not agree that an error has been made, contact U.S. Bank Customer Service using the 800 number on the back of the Purchasing Card. The cardholder should state that they would like to dispute a charge on their card. The cardholder will be asked to submit the information in writing so that U.S. Bank can research the disputed item. The cardholder may fax the completed Purchasing Cardholder Dispute Form to the representative at U.S. Bank. The amount of the next invoice will be reduced by the amount of the disputed item until the transaction in question is resolved.

7.8. Disputed Transactions.

Any transaction which a cardholder wishes to dispute **must be identified in writing to U.S. Bank with a copy sent to the Fiscal Services Office, within 60 days of the statement date.** Disputes will then be resolved by U.S. Bank within 90 days. If a dispute is not identified in writing to U.S. Bank within 60 days of the statement date the issue must then be resolved between the cardholder's department and the supplier.

The cardholder is responsible for the transactions identified on their statement. If an audit is conducted on the account, the cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the cardholder is responsible for showing that the error or dispute resolution process was completed.

7.9. Lost or Stolen Cards.

The U.S. Bank Purchasing Card is the DATC's property and should be secured just as personal credit cards would be secured. If a card is lost or stolen, the cardholder should notify the Fiscal Services Office, and contact U. S. Bank Customer Service immediately! Written confirmation of cancellation must then be provided by the cardholder to the Fiscal Services Office.

Upon receipt of a call, further use of the card will be blocked. Prompt action in these circumstances can reduce the Center's liability for fraudulent charges.

7.10. Sales and Use Tax.

Cardholder should NOT pay sales tax. The card should state tax exempt on it.

Cardholders may be charged tax when they should not. There may be an insignificant number of cases where tax will be paid unnecessarily.

Should a cardholder have additional questions regarding whether or not tax should be paid, they should contact the Fiscal Services Office for assistance.

7.11. Suppliers Who Do Not Accept the Card.

Although the College does not endorse Visa or any of its associated banks specifically, the College encourages suppliers to become involved in the DATC Purchasing Card Program so that cardholders can use the program most effectively.

Suppliers may contact their local bank or financial institution to become Visa capable. These institutions can implement the processing of charge card transactions by suppliers.

PURCHASING CARD NEW ACCOUNT INFORMATION RECORD FOR DATC

COMPLETE INFORMATION IS REQUIRED EXCEPT WHERE NOTED AS OPTIONAL

TO ADD NEW ACCOUNT:

1. Indicate "New Account" under Type of Request.
2. Complete all fields on the form.

TO CHANGE INFORMATION ON AN EXISTING ACCOUNT:

1. Indicate Type of Request.
2. Fill in card account number _____
3. Fill in current name on card:

First Name

Middle Initial

Last Name

4. Complete only the fields to be changed in the following sections.

CARD INFORMATION

First Name - 12 characters
(Embossed on card)

Middle Initial - 1 character
(Embossed on card)

Last Name - 20 characters
(Embossed on card)

Social Security Number - 9 characters
(Required)

TAX EXEMPT C72949

Organization Name - 19 characters
(User definable - embossed below cardholder name on plastic)

550 East 300 South

Address - 36 characters

Accounting Code A/N - 35 characters
(Optional: Appears in Statement Billing File/EDI transmission)

Kaysville

City - 25 characters

UT

State - 2 characters

84037

Zip - 5 characters

2699

Zip Expansion - 4 characters

Monthly Credit Limit - 6 characters

Single Transaction Limit - 6 characters
(Optional)

Home Phone - 10 characters

Business Phone - 10 characters

TYPE OF REQUEST:

- A. New Account:
 - Plastic No Plastic
- B. Address Change
- C. Dept./Div./Acct. Code Change
- D. Account Closure
- E. Name Change
- F. Credit Line Adjustment
- G. Single Transaction \$ Limit
- H. Other

AUTHORIZATION

Employee Signature

Date

Approving Manager or Director Signature

Date

Cognizant Vice President Signature

Date

Vice President of Administrative Services Signature

Date

UNIT - DAVIS APPLIED TECHNOLOGY COLLEGE

36280

U.S. Bank Company Number

Division - 5 characters
(Numeric)

Department - 4 characters
(Numeric)

03645

State Contract - 5 characters

36280

Unit - 5 characters

Unit - 5 characters

Unit - 5 characters



