



## San Joaquin Delta College

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### *Memorandum*

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DATE: December 2, 2016  
TO: Electronic Desktop Ordering Users  
FROM: Linda Kelso, Purchasing Supervisor  
RE: Electronic Desktop Ordering Procedures

**The following items will not be released through the current desktop ordering systems such as Office Depot or Staples. In order to avoid any delays when placing orders, please review the list below to comply accordingly.**

1. \* Do not order items that contain **Computer hardware & software, AV, Fax, printers, or copier**. These have to be ordered through Information Technology (IT).
2. \* Do not order items that contain **paper including color paper, ink cartridges, etc....** These have to be ordered through Digital Print Center managed by Publication Center.
3. \* Do not order items that contain any type of boards such as chalkboards, white boards or tack boards, until a work order has been submitted to the Facilities Department and they provide the appropriate measurements and item description. The requesting department will need to submit a requisition to order from a separate selected vendor for these products, outside of the desktop ordering system. A work order will also be required to install the product for the department.
4. Do not order any furniture, chairs, workstations, bookcases, etc. These types of orders must be submitted through financial system to issue a purchase order for Fixed Asset purposes. Purchasing will work with the end-user to avoid assembly, installation, durability and ergonomic issues and will work with the vendor to request demo units to test prior to finalizing the order.
5. Please refer to the Equipment vs. Supply Guidelines on the Kualu Resource page: [http://www.deltacollege.edu/dept/business/kfs/training/ref\\_guides/index.html](http://www.deltacollege.edu/dept/business/kfs/training/ref_guides/index.html) to identify the appropriate Object Codes. Equipment over \$1,000 must be processed through the Financial System for Fixed Asset purposes.
6. \*\* Do not order any items that are considered for personal usage or consumption such as: coffee makers, coffee, break room supplies, filters, water, Kleenex, candy, snacks, refrigerators, etc. **unless the funding source allows for such purchases.**

\* Items that should be ordered through the Centralized Department, as specified.

\*\* Items that are considered to be personal consumable items and should not be purchased with District Funds, per the District Auditors. Only the Categorical Programs such as Cal Works, AmeriCorps, Foster Care, Small Business Development Center, Middle College High School, etc. are exempt from this regulation.