

PURCHASING ORIENTATION



LAREDO
COLLEGE

EST. 1947

Mission Statement

The mission of the Purchasing Office is to provide the Administration, Faculty, and Staff the purchasing services necessary to accomplish their goals and objectives while safeguarding the College's financial resources and fostering vendor inclusiveness and competition.

Goals

- Purchase all goods and services at the best price and quality in an efficient and timely manner ensuring that the College gets the best value for their funds
- Purchase goods and services in accordance with established policies and procedures
- Establish and maintain purchasing procedures

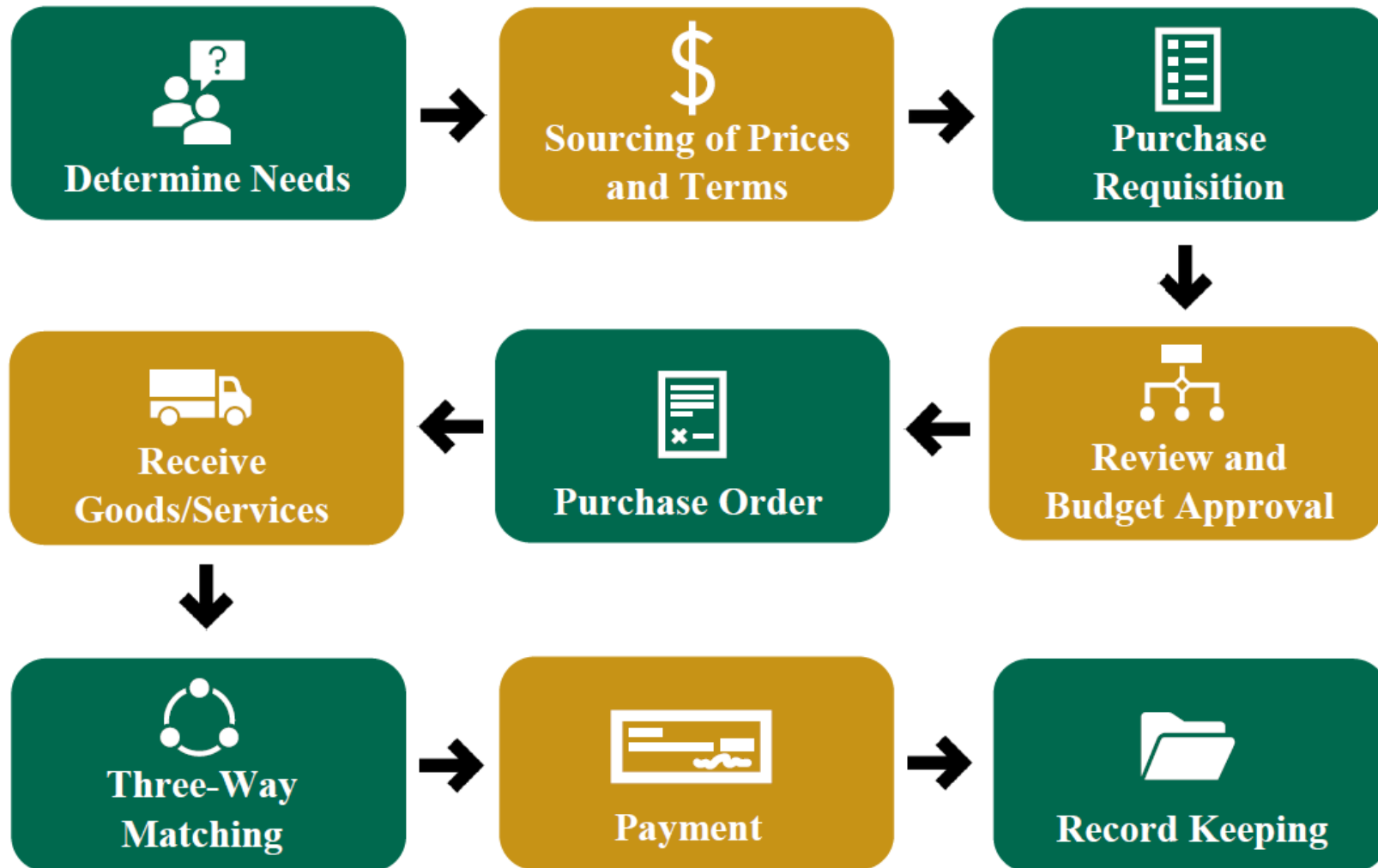
Conflict of Interest

A conflict of interest occurs when an employee participates directly or indirectly in the procurement process from which that employee, member of the employee's family, or other persons known to the employee will benefit financially, either directly or indirectly.

Commitment of Funds

- No employee has the authority to enter into purchase contracts or in any way obligate funds unless specifically authorized in writing by the President or the Vice President of Finance
- All purchase commitments shall be made on a properly drawn and issued purchase order document
- The signatures of the Assistant Director of Purchasing (limited to \$5,000), Purchasing Director, Vice President of Finance and/or President on an official purchase order are the only signatures that can legally bind College funds
- Those employees who purchase goods or services without a duly authorized purchase order (unauthorized purchase) may be held personally liable for the total amount due to the Vendor

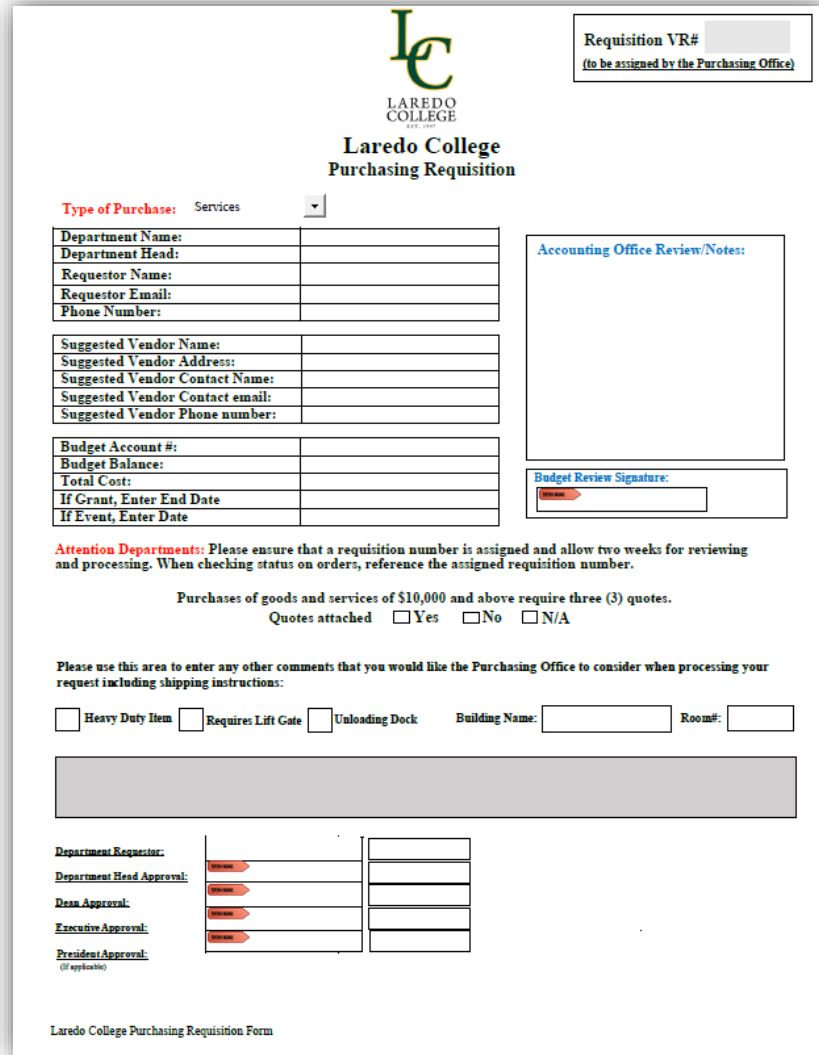
Procurement Process




Approvals

- I.T. approval for electronic equipment/TX-RAMP certification for software/subscriptions (Cloud)
- Media approval for audio/visual equipment
- Marketing approval for use of logo/colors
- Physical Plant
- Safety & Risk
- Accounting approval for accounts and budget

Requisition




Laredo College
 Purchasing Requisition

Requisition VR#
(to be assigned by the Purchasing Office)

Type of Purchase: Services

Department Name:		Accounting Office Review/Notes:
Department Head:		
Requestor Name:		
Requestor Email:		
Phone Number:		
Suggested Vendor Name:		Budget Review Signature: <input style="width: 100%;" type="text"/>
Suggested Vendor Address:		
Suggested Vendor Contact Name:		
Suggested Vendor Contact email:		
Suggested Vendor Phone number:		
Budget Account #:		
Budget Balance:		
Total Cost:		
If Grant, Enter End Date		
If Event, Enter Date		

Attention Departments: Please ensure that a requisition number is assigned and allow two weeks for reviewing and processing. When checking status on orders, reference the assigned requisition number.

Purchases of goods and services of \$10,000 and above require three (3) quotes.
 Quotes attached Yes No N/A

Please use this area to enter any other comments that you would like the Purchasing Office to consider when processing your request including shipping instructions:

Heavy Duty Item Requires Lift Gate Unloading Dock
 Building Name:
 Room#:

Department Requestor:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Department Head Approval:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Dean Approval:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Executive Approval:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
President Approval: <small>(if applicable)</small>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	

Laredo College Purchasing Requisition Form

- Type of purchase
- Department/Requestor
- Vendor information
- Budget account
- Specify goods and services
- Signature approvals

requisitions@laredo.edu

Note



An assigned requisition number is not a purchase order number

IV. Requisition Thresholds for Signature Approval

Approvals are required before the Purchasing Office can process a requisition. Additional approvals may be required by your perspective Executive Officer.

A. Required Approvals for all purchases including equipment approved through the College's Budget Process.

Requisitions issued out of **General Fund, Auxiliary Funds and Departmental Agency Funds** require the following signature approvals.

1 – \$49,999.99 Requester, Department Head Approval, & Accountant
\$50,000.00 and > Requester, Department Head, Executive Officer Approval, & Accountant

Requisitions issued with **Restricted/Grant Funds** require the following signature approvals.

1 – \$49,999.99 Requester, Grant Administrator, & Grant Accountant
\$50,000.00 and > Requester, Grant Administrator, Executive Officer, & Grant Accountant

Requisitions issued with **Construction/Bond Funds** require the following signature approvals.

1 – \$49,999.99 Requester, Construction Manager, & Bond Accountant
\$50,000.00 and > Requester, Construction Manager, Executive Officer & Bond Accountant

Purchases with **Student Club Funds** require the approval of club sponsor and club president or treasurer.

These funds are **exempt** from the College purchasing requirements.

B. Required Approvals for Purchases for equipment and furniture NOT approved during the College's Budget Process.

\$.01 – \$9,999.99 Requester, Department Head, & Executive Officer Approval
\$10,000.00 - \$49,999.99 Requester, Department Head, Executive Officer, & President Approval

C. For all purchases regardless of the funding source, the following procurements approvals will apply after the Purchasing Director issues approval.

\$25,000.00 - \$49,999.99 Award Letter (Approved by Designated Board Member)
Greater than \$50,000.00 Board Approval

Quotes and Forms

- Requests under \$10,000.00 requires only one quote
- Requests over \$10,000.01 requires three quotes
- W-9 form or W-8 (foreign countries)
- Approved budget equipment list
- Certificate of Liability of Insurance
- Federal Debarred form (grants)
- Form 1295 (\$50,000.00 and above)
- GA-48 Certification form *NEW*
- Award Letter signed by Board member (\$25,000.00-\$99,999.99)



LAREDO
COLLEGE
EST. 1947

Certification of Compliance with Executive Order GA-48

Executive Order GA-48, issued by Governor Greg Abbott on **November 19, 2024**, the Supplier certifies that neither the company, nor any of its **holding companies, subsidiaries, or affiliates**, is:

- 1) Listed in [Section 889](#) of the **2019 National Defense Authorization Act (NDAA)**; or
- 2) Listed in [Section 1260H](#) of the **2021 National Defense Authorization Act (NDAA)**; or
- 3) **Owned by** the government of a country on the **U.S. Department of Commerce's foreign adversaries list** under [15 C.F.R. § 791.4](#); or
- 4) **Controlled by** any governing or regulatory body located in a country on the **U.S. Department of Commerce's foreign adversaries list** under [15 C.F.R. § 791.4](#).

The Supplier will certify that it does not engage in any **contractual, business, or operational** activities that would otherwise **grant access, control, or influence** to an entity meeting any of the above-listed criteria.

If at any time during the term of the contract, the Supplier becomes aware of any such affiliation or activity, it shall immediately notify the Laredo College. The contract may be subject to termination, and the Supplier may face legal action as deemed necessary by the College.

By signing below, the Supplier **acknowledges and certifies compliance** with this requirement:

Company Name

Signature of Authorized Official

Title of Authorized Official

Date

FEDERAL DEBARRED LIST CERTIFICATION

Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

Date

Purchasing
Laredo College
West End Washington St.
Laredo, Texas 78040

In accordance with the Federal Acquisition Regulation, 52.209-5:

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

- (A) (check one) **Are** or **are not** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (SAM System for Award Management) is at <https://www.sam.gov/SAM/> on the Web.)
- (B) (check one) **Have** or **have not** within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
- (C) (check one) **Are** or **are not** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
- (ii) The Offeror (check one) **has** or **has not** within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

- (b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.




DATE: July 30, 2025
TO: Mr. Esteban Rangel
Board of Trustees Representative for Contract Review
FROM: Mr. Cesar Vela, VP of Finance and Administration
Mr. Miguel Rangel, Director of Purchasing
Ms. Brenda Martinez, Director of Continuing Edu
RE: "Services for (3) trailer wraps for Continuing Edu"

We the above recommend that the District award the purchase of "Services for (3) trailer wraps for Continuing Edu" for a total amount of \$29,997.00 to:

Edmar Stickers of Laredo
Laredo, Texas

Reference: RFQ

Concur: 

Esteban Rangel
Board of Trustees Representative for Contract Review

Laredo College
General Operating Fund
FY 2024 Equipment Requests

Vice President of Compliance and Risk Management

Dept. #	Department Name	Acct. #	Item Description	Quantity	Cost per item	Total Cost	Cumulative Cost
300021	Campus Police - M	71004	Controlled Asset	21	2,000.00	42,000.00	42,000.00
302051	Safety	71004	Evacuation Chairs	1	6,800.00	6,800.00	48,800.00
302051	Safety	71008	First Aid Kits	1	3,000.00	3,000.00	51,800.00
302051	Safety	71008	Bleeding Control Kits	1	5,000.00	5,000.00	56,800.00
302051	Safety	71008	ADA Accommodation	1	5,000.00	5,000.00	61,800.00
302051	Safety	71008	AED Maintenance	1	8,100.00	8,100.00	69,900.00
302051	Safety	71008	Safety Signs	1	10,000.00	10,000.00	79,900.00
302051	Safety	71008	Eye Wash & Shower Stations	1	10,000.00	10,000.00	89,900.00
101031	Inst. Research	71004	HP Laser Color Printer	1	1,739.00	1,739.00	91,639.00

Total for Vice President of Compliance and Risk Management \$ 91,639.00

Vice President of Finance and Administration

Dept. #	Department Name	Acct. #	Item Description	Quantity	Cost per item	Total Cost	Cumulative Cost
304001	Comptroller/Accounting	71004	Printer	1	1,300.00	1,300.00	1,300.00
304061	Property Inventory	71000	Capitalized Asset	1	10,675.00	10,675.00	11,975.00
304061	Property Inventory	71004	Controlled Asset	1	8,030.00	8,030.00	20,005.00
305001	Inform Technology - M	71004	Wireless Upgrade for Main and South Campus	1	75,000.00	75,000.00	95,005.00
305001	Inform Technology - M	71004	Talk-a-phone and CCTV	1	95,000.00	95,000.00	190,005.00
305001	Inform Technology - M	71004	Computer Refresh Main Campus	1	350,000.00	350,000.00	540,005.00
305002	Inform Technology - S	71004	Computer Refresh South Campus	1	250,000.00	250,000.00	790,005.00
305021	Technology Support - M	71000	Nexus Switches & FMC Management Console	1	91,254.00	91,254.00	881,259.00
305021	Technology Support - M	71004	Huion Kanvas Graphic Tablet	1	804.00	804.00	882,063.00
305021	Technology Support - M	71004	Meeting Owl 3 with Expansion Mic Kit	1	1,093.00	1,093.00	883,156.00
305021	Technology Support - M	71004	UPS Units for MDF and IDF Rooms	1	20,025.00	20,025.00	903,181.00
305021	Technology Support - M	71004	Isilon Nodes Upgrade (Ft. McIntosh)	1	65,250.00	65,250.00	968,431.00
305022	Technology Support - S	71000	APC Symmetra	1	55,000.00	55,000.00	1,023,431.00
305022	Technology Support - S	71000	PRTG Network-Servers	3	7,560.00	22,680.00	1,046,111.00
305022	Technology Support - S	71004	Dell VX Rail for South Campus	1	143,646.00	143,646.00	1,189,757.00

Purchase Methods

Informal Bids

For purchases of \$10,000.01 to \$99,999.99, three written quotes

Formal Bids


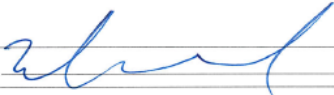
\$100,000.00 or more are Request for Proposal (RFP)

Purchasing Cooperatives



THE INTERLOCAL PURCHASING SYSTEM

Purchase Order

 Laredo College Purchasing Department West End Washington St. Laredo, TX 78040 Phone: (956)721-5111 Fax: (956)721-5122		Page 1		
		PURCHASE ORDER		
		PO Number: P0048916		
		Issued Date: 10/10/23		
		Requisition #: R0000086		
<small>Please show PO number on all packages and documents related to this order.</small>				
Vendor: Kawasaki Of Universal City 1737 Pat Booker Road Universal City TX 78148		Ship To: Physical Plant-S.Saldivar x5148 West End Washington St Attn: Central Receiving Department Laredo TX 78040		
Vendor ID: P10004147		Requestor: Victoria Martinez		
Account Number: 110001-306081-71432-70000		Amount: \$707.95		
Item	Item Description	Quantity	Unit Cost	Total Cost
	Quote provided by Jeff			
1	KAF40-020 Fixed Windshield	1.00 EA	607.95	607.95
2	Estimated Freight	1.00 EA	100.00	100.00
<small>PLEASE ACKNOWLEDGE RECEIPT OF THIS ORDER AND GIVE DEFINITE DELIVERY DATE.</small>				TOTAL: 707.95
Expected Deliver Date: 10/31/23		FOB: FOB Destination	Payment Terms: NET 30	LC TAX EXEMPTION NO.: 17460016823
TERMS & CONDITIONS: Please display your company name and PO number on the outside of the package. Failure to place PO number may cause delays in processing payment. All invoices should be sent to accounting2@laredo.edu				
This Order Valid With Purchasing Officer Signature and Date: 				
<small>Laredo College - P:\P2023\PC225LSC\F\3.8.EFF\06-01-2020\1_PSO019C - Rev09/14/23</small>				

Receipt and Inspection of Goods and Services

- Inspect merchandise
- Report discrepancies
- Acknowledge by signing the receiving report
- Merchandise received directly or picked up in store

Payment Process

(Three-Way Match)

- An approved purchase order
- Receiving report/Receipt of goods (ROG) for **goods** or Certificate of Conformance for **services**
- Invoice

Receiving Report

Processed by: [Signature] PO # 55238

Date Received: 8/1/25 Complete: YES NO

Via: UPS No. of Boxes: 1

Packing Slip: YES NO

Requesting Department provided signed documentation:

Items did not arrive at Central Receiving:

Reviewed by: Signature: [Signature] Date: 8/4/25

Department: IT/Media Main Campus

Building: P-25 South Campus

Room#: _____

Received by: (Print) Ricardo G. Jimenez Date: 8/4/2025

(Signature) [Signature]

Delivered by: (Signature) [Signature] Date: 8/4/25

Entered by: Luis M. Torres Date: 8/5/25

Banner Receiving # 40036242

Reversal: _____

Correction: _____

Comments: _____

Page 1

Laredo College
Purchasing Department
 West End Washington St.
 Laredo, TX 78040
 Phone: (956)721-5111
 Fax: (956)721-5122

PURCHASE ORDER

PO Number: **P0055238**

Issued Date: **07/25/25**

Requisition #: _____

Please show PO number on all packages and documents related to this order.

Vendor: Fas Clampitt San Antonio
 403 East Ramsey Suite 306
 San Antonio TX 78216

Ship To: Mr. Luis Torres
 West End Washington St
 Attn: Central Receiving Department
 Laredo TX 78040

Vendor ID: V00007220

Requestor: Brandon Gonzalez Merida

Account Number: 110001-474021-72004-40006
 110001-474021-72004-40006

Amount: \$527.85
 \$100.00

Item	Item Description	Quantity	Unit Cost	Total Cost
	Quote #3015734 - Customer #806582 - VR #LC11690			
1	108600075 - 54x100 ft / 6MB White Phototex Opaque REM ADH Wall	1.00 ROL	527.85	527.85
	① <u>8-1-25</u>			
2	Estimated Freight	1.00 SVC	100.00	100.00
	① <u>8-1-25</u>			

PLEASE ACKNOWLEDGE RECEIPT OF THIS ORDER AND GIVE DEFINITE DELIVERY DATE.

Expected Deliver Date: 08/25/25 FOB: FOB Destination Payment Terms: NET 30 LC TAX EXEMPTION NO: 17460015823

TOTAL: 627.85

TERMS & CONDITIONS:

Please display your company name and PO number on the outside of the package.
 Failure to place PO number may cause delays in processing payment.
 All invoices should be sent to accounting2@laredo.edu


This Order Valid With Purchasing Officer Signature and Date: [Signature] 7-25-25

Laredo College - F:\PFORMS\PO2586.CC.FA.RFP-08-01-2007.PRD0116.C - Rev01162

FILE COPY

Service POs-Certificate of Conformance (COC)

Page 1



Laredo College
Purchasing Department
West End Washington St.
Laredo, TX 78040
LAREDO COLLEGE Phone: (956)721-5111
83111111 Fax: (956)721-5122

PURCHASE ORDER

PO Number: **P0055179**

Issued Date: **07/17/25**

Requisition #:

Please show PO number on all packages and documents related to this order.

Vendor:
Promo Universal LLC
2741 Swantner
Corpus Christi TX 78404

Ship To:
Nursing / Olga Vazquez X 5255
West End Washington St
Attn: Central Receiving Department
Laredo TX 78040

Vendor ID: P10328469

Account Number:
110001-441021-74112-11141
110001-441021-74112-11141
110001-441021-74112-11141

Requestor: Jorge Guerrero

Amount:
\$490.00
\$600.00
\$96.00

Item	Item Description	Quantity	Unit Cost	Total Cost
	110001-441021-74112-11141 Buy Board Contract #671-22 QUOTE NUMBER: 14045AA LC11400			
1	EVSH5-860WB Holographic Tote Bag	100.00 EA	4.90	490.00
2	BTSIK-MZORL Urban Peak Water Resistant Computer Backpack	8.00 EA	75.00	600.00
3	Freight	1.00 EA	96.00	96.00


CERTIFICATE OF CONFORMANCE

PLEASE ACKNOWLEDGE RECEIPT OF THIS ORDER AND GIVE DEFINITE DELIVERY DATE. **TOTAL: 1,186.00**


Expected Deliver Date: 08/17/25 FOB: Payment Terms: NET 30 LC TAX EXEMPTION NO: 17409915923

TERMS & CONDITIONS:

Please display your company name and PO number on the outside of the package.
Failure to place PO number may cause delays in processing payment.
All invoices should be sent to accounting2@laredo.edu

This Order Valid With Purchasing Officer Signature and Date: 

Laredo College - PAMP09_20250610_01_31818118-01-0001_PRODUCED_BY:404143 FILE COPY



Certificate of Conformance

Vendor: [Redacted] **PO#:** [Redacted]

Invoice#: [Redacted] **Approved Amount:** [Redacted]

If P.O. included merchandise and/or equipment, were all items received and inspected? Yes No

Please indicate if PO is a Pre-Paid/Standing and/or Regular: [Redacted]

Is the item(s) being received an exact match to the quantity ordered? Yes No

Is the item(s) being received an exact match to the ordered item/part number(s)? Yes No

If no, please advise Purchasing so they can contact the vendor and hold payment on that particular item(s).

Please indicate date of when payment is due to the vendor and/or when check is needed: [Redacted]

Please Provide a Detailed Description of the Merchandise Received and/or Services Performed by the Vendor:

[Redacted]

[Redacted]

[Redacted]

Please Enter Completion Date: [Redacted]

Electronic Certification Statement: Please read carefully.

I certify that the above merchandise, customized work, and/or services contracted by the purchase order have been manufactured, processed, inspected and tested in accordance with all requirements stated on the Purchase Order and/or Change Order provided by the Purchasing Department and that all merchandise/equipment was received in the quantity and quality set forth and in accordance with all the applicable specifications on the above PO.

Furthermore, inspection and test results signify that the items and/or services delivered are fully acceptable and in complete conformance to all purchase order requirements. Invoice# and amount stated above has been approved for payment.

Employee Signature: [Redacted] **Date Signed:** [Redacted]

Employee Title: [Redacted] **Department Name:** [Redacted]

Please complete and submit this form electronically to Accounting2@laredo.edu. Please keep in mind that the Accounting Office has a 30-day Prompt Payment Rule. Just remember that you should only submit this form if merchandise and/or services listed on the P.O. have been received and/or performed. By typing your name, you automatically certify this certificate of conformance and approve payment to the above vendor invoice.

FINANCE DIVISION – ACCOUNTING OFFICE: REVISED ON 2/8/2023 1

inquiries@laredo.edu

Questions

Comments

Feedback



LAREDO
COLLEGE
EST. 1947