The academic year is underway and we would like to provide the college with an outline of the guidelines being implemented for fiscal 2017 and beyond.

NOTE: Look for “NEW!” or “UPDATED!” areas of information.

GENERAL INFORMATION – Section 1

USE OF STUDENT AND EMPLOYEE IDENTIFICATION NUMBERS
Continue to use Colleague-assigned student or employee identification numbers when completing district forms. DO NOT list Social Security Numbers on district forms.

ELECTRONIC TRANSFER METHOD FOR TRAVEL ADVANCE PAYMENTS AND NON-PAYROLL PAYMENTS
An employee travel advance (including student travel portion of advance) and any non-payroll reimbursement is made through an electronic transfer into your bank account. If you are bank ineligible, the default is the same as your payroll check. You may view reimbursement or advance detailed information on the eConnect Employees Menu at My Disbursements.

Website: http://econnect.dcccd.edu/econnect/em/emmenu.html

WHO MAY COLLECT MONEY?
College Business Office personnel are the only designated individuals who may collect monies. This is in accordance with procedures developed and maintained to ensure all monies are collected in the name of the college or for college-approved activities. See Section 1.0.0 of Business Procedures Manual.

Website: http://www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/1_0_0.pdf
100 PERCENT FUNDS AVAILABILITY CHECKING

All financial transactions are first checked in the division to verify funds availability before submitting. The funds for the requested expense must be in the specific fund/location/division/account number before the expenditure can be processed. This includes, but is not limited to, transactions processed on a Check Request, also known as Non-purchase Order (NPO), Professional Leave and Travel forms (PLT), Student Travel Advance and Approval form (STAAR), Professional Service Contract (PSC), Student Athletic Service form (SAS), or Requisition.

Verify funds in a specific account(s) as follows:
- Go to the ACBL screen in Colleague and input the Fund-Location-Division-Account number.
- Check available funds amount.
- If funds are available, forward original document to College Purchasing for processing.
- If funds are not available, prepare a budget adjustment request.
- Communicate funds availability by attaching ACBL print screen and/or the request for a budget adjustment to the NPO, PLT, ICT, STAAR, PSC, SAS, or Requisition form.
- Transactions without funds are subject to delay.
- Always verify there is enough money on a blanket purchase order before placing an order. Do not place an order until you have requested an increase by sending an email to BHC Purchasing (no spaces) for Brookhaven College purchasing to confirm funding before proceeding.

BUDGET ADJUSTMENT

- It is the responsibility of each budget manager to maintain all budget line items in a positive financial position. The purpose of a budget adjustment request is to move whole dollars into a specific account to either decrease or increase the allocated budget amount.
- Budget adjustment requests may be sent electronically as follows:
  - The budget manager initiates an email to BHCBudgetAdjust (no spaces) and the appropriate dean or vice president.
  - Subject line is to read “Budget Adjustment.”
  - Format example:
    - Reason: (Include known detail information of the reason for transfer, i.e., specific requisition reference, items, service or names of individuals, etc.)
    - $ 150.00 from: 11-02-102143-24201 To: 11-02-102143-23302 $ 150.00

A budget adjustment also may be submitted using the Budget Adjustment Form (budadj.exe) located on the P Drive: P:\FORMS\Business Office. Complete the form, rename the form, save it to a disk or hard drive, and email the form to BHCBudgetAdjust (no spaces) and the appropriate dean or vice president.

This mailbox is checked daily. Once the budget adjustment is processed an email confirmation is sent.
- Attach email copy to each requisition or payment document submitted to the Business Office to denote funds verified. Accounts that cannot be adjusted include: 2310x, 2312x, 2313x, 2314x, 2316x – District Charge-back accounts.
- Accounts that cannot be adjusted without approval from the VPBS include:
  - 20xx – Salary Accounts
  - 23204 – Cell Phone Stipend
  - 23301, 23302, 23311 and 23312 – Telephone Accounts
  - 23821 – Rental/Lease Furn. and Equip.
  - 26xx and 27xx – Equipment Accounts
  - 23404 – Business and Travel Account
  - 245xx – Non-Inventoriable Equipment, Furniture, Software and Technology

The Vice President for Business Services accepts budget adjustments from Sept. 1, 2016 through Aug. 31, 2017.
**SUBMISSION DATES ACTIVITY**

<table>
<thead>
<tr>
<th>SUBMISSION DATES</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 9, 2015</td>
<td>Year-end (13th month) clean-up for FY-2016:</td>
</tr>
<tr>
<td></td>
<td>- Submit payment documents for expenses occurring on or before Aug. 31, 2016. Documents submitted after this date, regardless of purchase date, will be posted against BY-2017.</td>
</tr>
<tr>
<td></td>
<td>- Expenses or events that occur on Sept. 1 or later will be posted against BY-2017.</td>
</tr>
<tr>
<td>April 16, 2016</td>
<td>Submit payment documents, excluding purchasing, before end of month:</td>
</tr>
<tr>
<td></td>
<td>- Budget adjustments submitted by July 10 are reflected on the August budget report.</td>
</tr>
<tr>
<td></td>
<td>- Budget year on each requisition form in red ink, or BY-2017.</td>
</tr>
<tr>
<td></td>
<td>- Input REQUISITION FOR DISTRICT PURCHASE ORDER(s) finalizing current year buying allowing lead time for ordering, receiving and payment by year-end, Aug. 31.</td>
</tr>
<tr>
<td></td>
<td>- Input REQUISITION FOR COLLEGE PURCHASE ORDER(s) finalizing current year buying allowing lead time for ordering, receiving and payment by year-end, Aug. 31.</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>- Budget adjustments submitted by July 10 are reflected on the August budget report.</td>
</tr>
<tr>
<td>June 1, 2016</td>
<td>Submit payment documents for expenses occurring on or before Aug. 31, 2016.</td>
</tr>
<tr>
<td></td>
<td>- Submit payment documents, excluding purchasing, before end of month:</td>
</tr>
<tr>
<td></td>
<td>- Budget adjustments submitted by July 10 are reflected on the August budget report.</td>
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</tr>
<tr>
<td></td>
<td>- Budget adjustments submitted by July 10 are reflected on the August budget report.</td>
</tr>
<tr>
<td>July 14, 2016</td>
<td>Submit payment documents, excluding purchasing, before end of month:</td>
</tr>
<tr>
<td></td>
<td>- Input - REQUISITION FOR DISTRICT PURCHASE ORDER(s)</td>
</tr>
<tr>
<td></td>
<td>- Input - REQUISITION FOR COLLEGE PURCHASE ORDER(s)</td>
</tr>
<tr>
<td></td>
<td>- Submit paperwork to notify department(s) of grant number effective Sept. 1, 2016.</td>
</tr>
<tr>
<td></td>
<td>- Submit payrolls changes to HR.</td>
</tr>
<tr>
<td></td>
<td>- Submit telephone changes to Quinn Mannerlyn.</td>
</tr>
<tr>
<td></td>
<td>- Submit print shop changes to Sonja Guinn.</td>
</tr>
<tr>
<td>Aug. 31, 2016</td>
<td>Submit payment documents, excluding purchasing, before end of month:</td>
</tr>
<tr>
<td></td>
<td>- Journal Entry Request Forms - corrections and charge-backs</td>
</tr>
<tr>
<td></td>
<td>- Travel Forms - travel taken within July. Submit August travel by Sept. 9. No 2016 travel forms will be processed after this date.</td>
</tr>
<tr>
<td></td>
<td>- Check Request (NPO) Form - reimbursements and vendor payments</td>
</tr>
<tr>
<td></td>
<td>- Professional Service Contracts</td>
</tr>
<tr>
<td></td>
<td>- Student Athletic Service Forms</td>
</tr>
<tr>
<td>Aug. 31, 2016</td>
<td>Submit AuditJUSTMENTS as year-end clean-up. (Approved by a vice president is needed.)</td>
</tr>
<tr>
<td>Sept. 9, 2016</td>
<td>Year-end (13th month) clean-up deadline:</td>
</tr>
<tr>
<td></td>
<td>- Submit payment documents; expenses occurring on or before Aug. 31, 2016.</td>
</tr>
<tr>
<td></td>
<td>- Expenses or events that occur on Sept. 1 or later will be posted against BY-2017.</td>
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<td></td>
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</tr>
</tbody>
</table>

**Purchasing Procedures, Section 4.2.5.**

The district’s complete procedure manual for purchasing can be found on the Internet. http://www.dcccd.edu/intranet/dcccd/dsc/purchasing/pcpolicies/policies.html

The district’s complete procedure manual for purchasing can be found on the Internet. http://www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/4_2_0.pdf

Emergency Purchases:

Per district policy, a requisition may be considered as an emergency when any delay due to the competitive requirement or normal procurement procedure would be detrimental to the interest of the district or college. Based upon this definition, a lack of planning will not be handled as an emergency. The Vice President for Business Services is authorized to make an emergency purchase under $1,000.00 excluding capital items in accordance with Section 4.1.3 of the purchasing guidelines. Emergency requests must be submitted to the business office. The petty cash reimbursement maximum amount is 75% For assistance, call Ext. 4816 or 4814.

Director of business operations, Ext. 4814

Information in this publication is subject to change as policies are updated. Please refer to online edition for the latest revision with updates. Thank you.
Authorization established by Board Policy permits the Chancellor, Chief Financial Officer, or the District Director of Purchasing authorizations.

Under no circumstances are quotations or orders to be split to circumvent the stated approval level applicable to all types of transactions. All purchases are to be made in compliance with applicable laws, procedures, policies, rules and regulations. The information contained herein is not intended, nor shall it be construed, to contain detailed processes and procedures applicable to all types of transactions. All purchases are to be made in compliance with applicable laws, procedures, policies, rules and regulations. Under no circumstances are quotations or orders to be split to circumvent the stated approval level authorizations.

Authorization established by Board Policy permits the Chancellor, Chief Financial Officer, or the District Director of Purchasing Services to waive adherence to routine procedures when an emergency or extenuating circumstances warrant doing so.

### PROCUREMENT APPROVAL LEVELS

#### Non-Contract Purchases

<table>
<thead>
<tr>
<th>Value of</th>
<th>Type of Solicitation</th>
<th>Approval Level Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $2,999</td>
<td>Single written quote</td>
<td>District Director of Purchasing Services or College designee¹</td>
</tr>
<tr>
<td>$3,000 - $24,999</td>
<td>Minimum of three written quotes</td>
<td>District Director of Purchasing Services</td>
</tr>
<tr>
<td>$25,000 - $49,999</td>
<td>Minimum of three written quotes</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>$50,000 and over</td>
<td>Formal advertised bid</td>
<td>Board of Trustees</td>
</tr>
</tbody>
</table>

#### Contract Purchases

<table>
<thead>
<tr>
<th>Value of</th>
<th>Ordering Information</th>
<th>Approval Level Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $24,999</td>
<td>Per CPI²</td>
<td>District Director of Purchasing Services or College designee¹</td>
</tr>
<tr>
<td>$25,000 and over</td>
<td>Per CPI²</td>
<td>District Director of Purchasing Services¹</td>
</tr>
</tbody>
</table>

¹ College designee is the Vice President of Business Services or Director of Business Operations

² CPI (Contract Pricing Information) is listed on the Purchasing Department intranet website.

The above approval levels for non-contract purchases apply to all transactions, including tangible personal property as well as services for construction, renovation, repair, and maintenance of facilities. Links shown on this page are located on the Purchasing Department intranet website.

Written quotations for non-contract purchases are to be solicited ONLY by use of the Quote Solicitation for Personal Property or Quote Solicitation for Minor Repairs/Renovation forms. No term or condition is to be added, modified, or deleted without written approval from the Purchasing Department. In the event a minimum of three written quotations are not received where applicable, a written explanation as to the circumstances is to be provided and filed with the purchase order documentation.

When purchasing items valued such that a single written quote is allowed, the selection of the vendor for the single quote should rotate through available vendors, and the quote obtained must provide a good value.

Sole Source goods or services with a cost of $3,000 or more require a written quotation and a Sole Source Justification form. In general, “sole source” means that no like or comparable product or service is available from any other source.

Any vendor-supplied contract involved in a cost of $3,000 or more require a written quotation and a Sole Source Justification form. In general, “sole source” means that no like or comparable product or service is available from any other source.

All requisitions for computer hardware, software, and accessories must be approved in writing by the appropriate Information Technology representative, and a purchase order must be issued for all such items.

M/WBE Participation: District employees soliciting quotations for non-contract purchases are required to make a good faith effort to provide the opportunity for certified minority and woman owned businesses (“M/WBE’s”) to submit quotations for goods and services. Resources for certified M/WBE’s may be found under Bidders in the Online Registration System and NCIRCA. If no M/WBE’s can be located at these sites, contact the District’s Business Diversity Department at 972-860-7903 for assistance.

The information contained herein is not intended, nor shall it be construed, to contain detailed processes and procedures applicable to all types of transactions. All purchases are to be made in compliance with applicable laws, procedures, policies, rules and regulations. Under no circumstances are quotations or orders to be split to circumvent the stated approval level authorizations.

### INCLEMENT WEATHER AND EMERGENCIES

- When classes in a local school district are canceled, Brookhaven College’s Workforce and Continuing Education Division classes at the schools in that district also will be cancelled.
- When the Dallas County Community College District announces colleges are closed, Brookhaven College also will be closed. The WCE classes at Brookhaven College will be cancelled, too.
- During inclement weather or an emergency, please listen to your radio or television for announcements of cancellations. Brookhaven College is a college of the Dallas County Community College District, also known as the DCCCD, and may be listed as such in the broadcast messages.
- The Student Inclement Weather Hotline number is 972-860-4200. Brookhaven College students have an assigned call-in time of 5:45-6:30 a.m. The employee number is 972-860-4100, with call-in time of 5:45-6:15 a.m.
SERVICE REQUESTS / WORK ORDERS – Section 10 Continued
To access a Telephone Services work order/service request form:
1. Access a new email screen.
2. Address message to BHC Phones.
3. Type subject: person needing service, room number, brief summary (i.e. Manny Estrella, room A214, no dial tone).
4. Tab down to message area.
5. Press the F11 key.
6. Change to the P: Drive.
7. Select Forms, Information Technology, Work Order, PHONES
9. Complete the work order and press Send.

**UPDATED! CALENDARS – Section 11**

2015-2016 College Closings Schedule
Please visit the Brookhaven College Employee Intranet for the most current calendar.

“COLLEGE CLOSED” IS DEFINED AS NO CLASSES, NO ACTIVITIES, NO SERVICES – GATES LOCKED

**Fall 2015**
- LABOR DAY: Sept. 7 – COLLEGE CLOSED
- THANKSGIVING: Nov. 26 – Dec. 1 – COLLEGE CLOSED
- WINTER BREAK: Dec. 25 – Jan. 3 – COLLEGE CLOSED

**Spring 2016**
- NEW YEAR’S DAY: Jan. 1 – COLLEGE CLOSED
- MARTIN LUTHER KING JR: Jan. 18 – COLLEGE CLOSED
- SPRING BREAK: March 14 – 18 – COLLEGE CLOSED
- SPRING HOLIDAY: March 25 – COLLEGE CLOSED

**Summer 2016**
- MEMORIAL DAY: May 30 – COLLEGE CLOSED
- INDEPENDENCE DAY: July 4 – COLLEGE CLOSED

**COLLEGE CLOSING APPROVAL PROCESS**

- **Step 1**: Review the Brookhaven College Closing Schedule.
  - If you are requesting an event on a day when the college is closed and there is no other activity, such as an athletic practice, and the college may need to make accommodations, consider your request.

**REQUISITIONS – College or District**
- All requisitions must be completed according to the description in the District Business Procedures Manual, Section 4.1.0: [http://www.dcccd.edu/shared-nfi/intranet/dcccd/business_affairs/bpdm/4_1_0.pdf](http://www.dcccd.edu/shared-nfi/intranet/dcccd/business_affairs/bpdm/4_1_0.pdf)
- Requirements for fiscal year 2017 are accepted beginning June 1, 2016.
  - Special Input Instructions: Immediately change default date of requisition to 9-01-16 before any other input. Use priority code 4. Questions? Please call Ext. 4816. Write the budget year on each requisition form in red ink, e.g., FY-2017
- Completed requisitions with verified funds availability documentation will normally be processed within three business days. The exception is during peak registration times and on occasion when key Business Office personnel are absent.

**GOOD TIP**: It is best to project a reasonable lead time when submitting a purchase request to fulfill a need date or grant requirement. Figure enough time to bid, receive and pay an invoice within the current budget year. In general, the larger the dollar amount of the request, the longer it takes to secure bids and issue a purchase order. Purchases equal to or greater than $25,000 require formal advertising and Board approval. Remember, Brookhaven College requests compete against many other requests for District Purchasing time and attention. Planning helps to ensure that your request is processed within the time to meet the desired date. See Business Services Calendar for submission dates on page 18.

**Top 3 Reasons Requisitions are Delayed**
- Budget adjustment missing
- Missing appropriate signature (i.e. designated cost center manager, IT (software or hardware), MPI (print jobs))
- Proper use of contracted vendor

**IMPORTANT NOTICE**
See page 2 for the Budget Adjustment(s) process.

**GENERAL PURCHASING INFORMATION**

**Tax Exemption Certificate**
A vendor may require a Sales and Use Tax Exemption form for DCCCD business transactions; the form can be found on the DCCCD Purchasing Office’s intranet page: [https://dsc1.dcccd.edu/intranet/dcccd/dsc/purchasing/sales_tax_exemption.pdf](https://dsc1.dcccd.edu/intranet/dcccd/dsc/purchasing/sales_tax_exemption.pdf)
The form is to be signed by the person claiming the exemption such as the VPBS, DBO or campus buyer when attached to a purchase order. Be informed that the use of this form for personal purchase is more than bad practice, it’s a crime.

**Division Receipt Acknowledgement**
An instruction sheet is attached to college purchase orders that describe how to handle receipt of merchandise or services. Failure to acknowledge delivery of goods or services will delay the payment process, and may result in the loss of purchasing privileges and accrued late fees to be paid. The same process applies to district orders of goods or services.

**W-9 – New Vendor to the District**
A vendor doing business with Brookhaven College or the DCCCD for the first time must submit a W-9 form dated Rev. Dec. 2014. This form must be filled out, signed and dated by the vendor; under no circumstances should any employee of Brookhaven College or the district fill out this form for a potential or current vendor.

In order to expedite, have the vendor complete a W-9 and attach the completed form to your paperwork when submitting to the Business Office for processing. When the vendor’s address is a Post Office Box, ask them to include a physical address in addition to the Post Office Box. You may call the Business Office to verify if a W-9 is needed.
CATERING INFORMATION

All non-contract catering will follow the same procurement procedures as all other commodities per the approval-levels table below. Most food purchases are considered catering - if you have a question please email BHCPurchasing for clarification. Brookhaven College will use requisitions and purchase orders for food purchases that have been approved by VPBS prior to the event. Payment will not be made via NPO. The purchase order number must be shown on the associated invoice.

Subway Catering – Approved Contracted Vendor

If using one of the Subway vendors at any of the district’s colleges to cater an event, only one quote is required, as they are already a contracted vendor. This price agreement applies ONLY to the Subways located at the colleges.

All catering with your college Subway must be done on a campus PO or BPO, as payment will not be made via NPO.

Non-Subway Catering – Non-contracted Vendor

For all other caterers, only one quote is required for purchases up to $999. Orders for $1,000 or more for non-contract catering are subject to the same competitive bid requirements as other procurements.

Catering Order Requirements, Contracted and Non-Contracted

• Commodity Code: Commodity code 962.00 must be used on all requisitions for catering.
• Form: Use a college requisition for food purchases between $1-$2,999.99. Use a district requisition for purchases $3,000 and above. Multiple and repeat purchases may require submission on different forms.
• Written Quotes: Three quotes are required for purchases over $3,000. Written quotes should be obtained from bidding caterers; quotes should have identifiable dates including expiration date.
• Health Permit: A photocopy of a current health permit is required from the selected caterer and must be forwarded to Brookhaven by VPBS prior to the event. Payment will not be made via NPO. The purchase order number must be shown on the associated invoice.
• Health Permit: A photocopy of a current health permit is required from the selected caterer and must be forwarded to the Business Office with requisition.
• Prepayment: If the selected caterer requires prepayment, indicate it in RED INK on your requisition.
• Exception: Purchasing procedures do not apply to purchases made solely from club funds (see sections 13.1.3 D and 4.3.6).

(See Procurement Approval Levels on page 4.)

SERVICE REQUESTS / WORK ORDERS – Section 10

The following instructions are provided to aid you in requesting college services.

To access a Facilities Services work order/service request form:
1. From your desktop access Aim (formerly Facility Max).
2. Log in and click on the pull down menu. Select “Customer Service,” then “Customer Request;” then “New” (the icon looks like a sheet of paper and is located on the far right side of the screen near the magnifying glass).
3. Fill in all boxes that are outlined in red.
4. Locate “Desired Date” (located under “Request Details”) – enter the date in which you need the order completed.
5. Select the “Save” icon located in the upper-right-hand side (the icon looks like a diskette).
6. Once the information is saved, the system will automatically create a transition number. Please write down the transition number, as you may need it when referencing the work order.

IMPORTANT NOTICE

In order to successfully address the needs of the college, it is imperative that all facilities requests be submitted via Aim. Aim is a district-wide, web-based system that records the actual work request. Once it is submitted, Facilities Services can determine the rank of the request based on levels of priority. Levels of priority are as follows: #1 life safety, #2 college/classroom integrity, #3 college events and #4 routine maintenance.

When requesting event/table set-ups, requests must be submitted in Aim three (3) business days prior to the event. A set-up drawing is required to assist facilities in providing the correct set-up. Event/table set-ups for Building S require a work request, drawing and approval from Oscar Lopez. The lead time provides adequate time for approval and scheduling with GCA (custodial contractor). Please take into consideration that Facilities Services receives numerous requests on a daily basis. Therefore, if the request is not submitted three (3) business days prior to the event, Facilities Services cannot assure that the request will be completed.

To access Information Technology work order/service request form:
1. Access a new email screen.
2. Address message to BHCPCHelp.
3. Type subject: person needing service, room number, brief summary (i.e. Manny Estrella, Room A211, password reset).
4. Tab down to message area.
5. Press the F11 key.
6. Change to the P: Drive.
7. Select Forms, Information Technology, Work Order, SUPPORT.
9. Complete the work order and press Send.

To access a Facilities Services work order/service request:
1. Access the P: Drive of your computer by selecting the My Computer icon.
2. Access the forms folder.
3. Select the PI Services Form folder and double-click on the file, CMSRequestForm.pdf.
4. Fill in the PDF with the requested service(s).
5. Either print the form and bring it to the Marketing and Public Information Office, Student Services Center, Room S241, or
6. Save the completed form to your computer desktop. Open a new email addressed to bhcPIServices@dcccd.edu and attach the completed version of the form.

NOTE: Requests for Internet services must be signed by your vice president or instructional dean.
SAFETY AND LOSS PREVENTION OF PERSONAL AND COLLEGE PROPERTY – Section 9

Personal Property

There are many instances when employees bring personal property to the college for personal use. This property may include, but is not limited to, art, office furnishings, books, plants, photographs, and office machines or equipment. Personal property brought to campus is the sole responsibility of the owner. Brookhaven College assumes no responsibility for the repair, replacement or reimbursement of personal property due to damage, loss or theft.

Brookhaven College is an open campus, which means people can freely come and go. To protect personal property against theft or vandalism, always secure the work space before you leave your area. Do not leave personal property or valuables unattended. Report lost, stolen or damaged property immediately to the college police at 972-860-4290.

If you witness a crime, or a suspicious person or activity, immediately contact the college Police Department at 972-860-4290. Be prepared to provide an accurate description of the suspicious person and direction and mode of travel.

Campus Property – Off-Campus Use of District Equipment

DCCCD Board policy, Section CI (REG), Off-Premises Use of District Property, states district equipment may be used off-premises for college or district purposes. District equipment may not be used for personal use or for personal profit.

A request for off-premises use of district equipment is initiated by the borrower with the completion of the “borrower” information section of the Off-Premises Use of District Equipment form (District form #0315-10/98).

If equipment is stolen or lost while on loan, immediately notify the college Police Department at 972-860-4290, and refer to the procedure outlined in DCCCD Business Procedures Manual, Section 11.5.0. In addition, if the equipment is computer-related, immediately notify college Police Department at 972-860-4290 and the IT Department at 972-860-4822. The borrower assumes responsibility of equipment in cases of theft or damage due to negligence.

Extended use (a scheduled return date past the end of the current semester or session or an extension of the loan period initially approved) shall require the approval and signature of the Vice President for Business Services.
TRAVEL – Section 5

CONTACTS FOR PROBLEM-SOLVING/STATUS INVESTIGATION
Employee travel and student travel .................................................. 972-860-4666
Student travel bid process .............................................................. 972-860-4816

Brookhaven College has transitioned to the Concur Travel and Expense online system. You can start using concur as soon as you attend one of the training sessions. Concur will be required for all travel occurring after September 1, 2016. PLT forms will be rejected after September 1, 2016, except for employee related Student trips. Link: concursolutions.com.

The Concur Travel and Expense system replaced the paper-based travel process – PLT’s and IAT’s – with an electronic pre-travel request, travel booking and expense process. The District has partnered with Corporate Travel Planners (CTP) for travel agency and management services.

Training and user guides will be posted on the District Intranet Travel pages. A travel request must be submitted and approved by your supervisor and/or the individual with budgetary authority before booking travel.

Training is mandatory before using Concur for the following:
- Submit travel requests (pre-trip authorizations) and cash advances with documentation and back-up.
- Book air, hotel and/or car rental (after request is approved).
- Submit expense reports with receipts for reimbursement (after travel).
- Approving requests and expense reports (for supervisors or budgetary authority).

Documented pre-approval is required for all employee travel leave related to student trips. All travel documents for employee related student trips are reviewed for approval by the Director of Business Operations, or designee, prior to the travel event.

Account number: 23409 (Seminar/Registration Fee) is used to capture the registration cost of attending any seminar, webinar or conference, including in-area or out-of-area travel. It applies to funds 11, 12, 13, 14, 17 or 18 at all college locations and divisions. The cost of hotel, per diem, etc. is still captured in either 23401, out-of-area, or 23402, in-area travel, as presently processed.

EMPLOYEE IN-AREA TRAVEL - CONCUR TRAVEL AND EXPENSES
In-Area Travel, now DAY Travel must submit expense reimbursement using Concur Travel & Expense system. Link: concursolutions.com

Expense Reports:
Concur can be used to create an expense report (formerly In-Area Report) without an approved travel request. All day travel is captured for an entire month, even if employee only travels once during the month. Start dates for all Day travel expense reports is the first day of the month and the end date of the report is the last day of the month.

All monthly mileage expense reports must be submitted to your supervisor for approval. Submit the mileage report when all day trips have been added for the month.

Mileage Expense Report:
Employees who travel to different DCCCD locations can use Concur to submit a mileage expense report for reimbursement. Use the Concur Expense menu tab to create a mileage expense report. Note: Reimbursement is based on miles that exceed an employee’s normal daily driving distance between home and regular work location.

Link to Business Procedure Manual (BPM)
http://www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/toc.htm

In-area travel is documented on the CONCUR Expense Mileage Reports. In-area travel is defined as travel by an employee within and to counties that share a border with Dallas County. The following counties are in-area: Dallas, Tarrant, Denton, Collin, Rockwall, Ellis and Kaufman. Employees who receive the business and travel allowance are not eligible to receive mileage reimbursement for in-area travel.

HOSTILE INTRUDER(S) ON COLLEGE GROUNDS
When a hostile person(s) is actively causing death or serious physical injury, the threat of imminent death or serious physical injury to person(s) on Brookhaven College grounds, we recommend the following:
- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- Use vehicles, bushes, trees and anything that could possibly block you from view of the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if victims are around you.
- Your last option if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your only option.
- If caught by the intruder and you are not going to fight back, obey all commands and do not look the intruder in the eyes.
- When police officers arrive, obey all commands (the officers may not know who you are). This may involve being handcuffed or asked to keep your hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, the police officers will give you further instructions to follow.

This informational guide cannot cover every possible situation that might occur, but it is a tool that may reduce the number of injuries or deaths if put into action as soon as a situation develops. TIME is the most important factor in the management of this type of situation.

ADDITIONAL INFORMATION TO CONSIDER
Classroom and office door locks:
There are numerous types of locks on interior building doors. Become familiar with the kind of lock on your office and the classrooms you use. Most door locks can be locked by hand (without the use of a key). Learn how to lock the rooms you use, and know which doors will require a key to lock the door. There are locks that remain locked at all times; closing the door will provide the necessary security.

Stay vigilant in observing what is taking place around you, and report suspicious behavior to your college police.
A display of irrational and/or violent behavior should be reported to the college police immediately. Your police officers are trained in crisis intervention techniques for all kinds of behavioral issues (the reporting of incidents of this nature does not mean the officers will arrest the person; it does mean that the officers will know about the individual and the behavior). The officers are here for the safety of the college community; allow them the opportunity to do their job by providing information regarding incidents. Officer visibility has been increased within the building complex.

Employees are asked to wear their Brookhaven College ID badges while on campus. College ID badges help identify employees from visitors and guests in cases of emergency.

EMERGENCY DRILLS
All drills should be treated with the same seriousness as an actual emergency. Drills are a key way that the College Police prepare our students and community to react in an emergency and it is up to college employees to lead the way in showing them what is expected. Always follow police directions during a drill and treat these valuable training exercises as you would a true emergency.
While the guide refers primarily to academic buildings, it should be understood that this informational guideline is also relevant to administrative and other common buildings on campus.

- Employees should immediately lock students and themselves in the classroom. If possible, cover any windows or openings that have a direct line of sight into the hallway. Barricade the doors with desks, tables, etc.
- If communication is available:
  - From a college phone, call Ext. 4290 and/or 911. The college phone will be answered by the Police Communications Center and a police officer will respond. The police dispatcher also will notify outside law enforcement agencies of the incident.
  - From a cell phone dial 972-860-4290. NOTE: It is recommended that you program your cell phone with this number. Dialing 9-1-1 on your cell phone will automatically go to a city police department, which cannot respond as quickly as the Brookhaven College Police Department. College Police Officers are the designated first responders for the college; in an emergency, they can be anywhere on campus in less than two minutes -- an outside agency cannot respond that quickly.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Keep everyone together.
- Keep classrooms secure until police arrive and give you instructions.
- If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.
- If you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
  1. You can try to hide, but make sure it is a space not easily discovered or you may be found as the hostile person(s) move through the building looking for victims.
  2. If you believe that you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of intruders. When away from the immediate area of danger, summon help any way you can and warn others.
  3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if victims are around you.
  4. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your only option.
  5. If you are caught by the intruder and are not going to fight back, obey all commands and DO NOT look the intruder in the eyes.

Packing fees may be reimbursable if a receipt from the parking agency is submitted. Reimbursement may be made for parking meter fees and parking lot pay-boxes if a statement, certified by the employee and signed by the supervisor, stating the actual expenditure and form of payment is uploaded to CONCUR.

Full-time employees complete online CONCUR expenses:
  1. to obtain prior approval before taking in-area professional leave, and
  2. to document in-area professional leave expenditures.

Mileage Rate: Compute reimbursement using the last published rate of $ 0.54 per mile, equal to IRS standard mileage rates effective Jan. 1, 2016. The vendor payment and travel coordinator, Ext. 4666, can verify current rate, or employees can go to the Internal Revenue Service (IRS) website.

By policy, travel reimbursements must be paid in the fiscal year the travel occurs.

https://www.concursolutions.com/

EMPLOYEE OUT-OF-AREA TRAVEL - CONCUR TRAVEL AND EXPENSES

Employees who receive the business and travel allowance are not eligible for reimbursement of mileage to and from an in-area airport. Airport parking for overnight trips is reimbursable; however, the most economical parking facility should be used. Per diem, as of June 1, 2014 is $46 for 24 hours, $11.50 per quarter, beginning at midnight the day of travel. Out-of-area travel is documented on CONCUR Travel and Expenses:

The Business Office will no longer pre-approve trips, so it is very important for approvers to know what is allowed for travel

1. Per Diem - may only be advanced or reimbursed for business travel that consists of at least one (1) full day. A full day of business travel must include an overnight stay. The rate for per diem is $46.00 per day or $11.50 per quarter.

2. Hotel Stay – The number of nights allowed must not exceed the number of days you attend the conference.

3. Hotel Tax Exemption Form – Take form to hotel to receive state tax exemption. State of Texas taxes will not be reimbursed.

4. Vacation added on travel – If vacationing before or after a trip, the per diem will start and end according to the start and end time of the conference. Same applies to hotel stay.

5. Flights and expenses paid out of pocket before a trip will be reimbursed after the trip is complete. Itemized receipts are required. When making reservations with other travel agencies or directly with airlines, a quote from Concur will still be required at the time of booking.

All travel pertaining to “research or discovery” that is taken in-country or overseas must contain a clear statement of purpose indicating how the travel benefits the college and/or the district. The statement of purpose must be approved by the President of the college.

The TSA, Transportation Security Administration, now requires birth date and gender information on airline reservations. Each airline will incorporate the change over the coming months for all domestic and international flights.

Southwest Airlines’ policy for unused tickets include credits, which can only be used by the ORIGINAL name on the ticket and is valid for travel one year from the original issued date.

The district's complete procedure manual for travel can be found in Section 9 of the business procedures manual. http://www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/9_1_0.pdf
STUDENT TRAVEL, STAAR

All student travel is documented on the STAAR form and submitted prior to travel, including trips without any financial obligation or associated costs. Student sponsor trip (STAAR) form and the employee sponsor(s) PLT form(s) must be submitted together. The DCCCD’s complete procedures for student travel is online at


The contracted student travel vendor is Hemispher Travel, Inc., 847-541-7757, fax 847-619-0240, email brad@hemispheretravel.com. Continue to check the CPI Descriptions page for any update. The college sponsor/orignator needs to contact purchasing coordinator, Ext. 4816, for assistance in coordinating and preparing the bid documents for each trip well in advance of the travel dates or publishing information to students. The district’s complete procedure manual for travel can be found at the following websites:

• http://dist1.dcccd.edu/intranet/dcccd/dec/purchasing/studenttraveldb.html
• http://www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/9_4_0.pdf

IMPORTANT

In accordance with DCCCD policy, all out-of-area and student travel must be reconciled within 10 business days of completion of the travel.

USE OF COLLEGE VEHICLES

Van or bus reservations are coordinated through the Police Department at 972-860-4190.

A person must have a Texas Drivers License, have six years of licensed driving experience and be approved by District Risk Management to be eligible to drive any district vehicle.

An employee or authorized volunteer transporting students in any vehicle must be an approved driver.

No students may drive on district business. Forms to reserve college vehicles are located on the P: Drive at P:\FORMS\BusinessOffice, Bus Request or Van Request.

LONG-DISTANCE TELEPHONE ACCESS and CHARGES – Section 6:

CONTACTS FOR PROBLEM SOLVING/ STATUS INVESTIGATION

General questions ............................................................... 972-860-4822

Long-Distance Telephone Access Code Authorization

• A supervisor may request the assignment of a long-distance access code through BHC Computer Help Desk or at Ext. 4692, for an employee who uses long-distance dialing to conduct DCCCD business.

• Only one access code may be assigned to an employee. This access code must not be shared with other employees.

• The access code shall be used for DCCCD business-related calls. Personal long-distance calls should be limited to emergency situations, and where possible, employees should be encouraged to use their personal telephone credit/calling cards for such calls.

Monthly Long-Distance Call Log

• Employees who have been issued a long-distance access code shall maintain a monthly “Long-Distance Call Log.” The log shall be used to list all long-distance calls when made. The Long-Distance Call Log will be used to verify the calls listed on the Telephone Charges – Long-Distance Report. The Long-Distance Call Log form can be accessed on the P:drive at P:\FORMS\BusinessOffice, LDPhoneLog.xls.

Monthly Long-Distance Report Distribution and Reconciliation

• To facilitate the reconciliation of long-distance calls, the college telephone coordinator distributes a monthly report titled Telephone Charges – Long-Distance Report to the cost-center managers.

• The cost-center manager will distribute the report to employees whom have calls listed on the report. The referenced employees will review the report and verify the legitimacy of the calls by signing or initializing the report.

• The cost-center manager should establish a reasonable time period for the return of the report and monitor its return.

Payment and Deposit Procedures for Personal Calls

WHEN IN DOUBT, REPORT IT!

INFORMATION PRIVACY AND SECURITY – Section 7

Almost everyone who works within the Dallas County Community College District has access to sensitive information. Through the DCCCD’s emerging Information Privacy and Security Program, IPS, the district aims proactively to minimize the need for responding to an information breach; however, employees need to be aware of what constitutes a breach of sensitive information, when it has occurred and how to address such breaches.

Report any of the information privacy/security events and/or incidents below to the college’s IPS program’s Incident response coordinator at 972-860-4670. If you are unable to reach your location coordinator in a timely manner, then report the events and/or incidents to the District-level IPS incident response coordinator at the District Service Center.

Events and/or incidents to report to your location IPS incident response coordinator include but are not limited to the following:

• Sensitive information on paper or electronic, or in any form of students, and/or employees records, documents, applications or information that may have been lost, stolen, missing, accidentally released, sent to the wrong person, misused, involved in unauthorized access and/or large-scale intrusions.

• Electronic device containing sensitive information, e.g., laptop, USB storage, PDA, etc., may have been lost or stolen.

• Breach of information security – account(s) compromised.

Reporting an Information Breach

The following types of events and/or incidents should be reported directly to your location’s Office of Information Technology immediately:

• Intrusion of computer networks via the network, often referred to as “hacking”,

• Occurrence of computer viruses, e.g., an infection by a virus, worm, or Trojan program, and

• Denial of service attacks, lack of network response.

All criminal incidents or other suspicious activity, including threats to your personal security, should be reported directly to the Brookhaven College Police Department.
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**Location IPS Incident Response Coordinators**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven College</td>
<td>972-860-4670</td>
</tr>
<tr>
<td>Cedar Valley College</td>
<td>972-860-8232</td>
</tr>
<tr>
<td>LeCroy Center</td>
<td>972-669-6407</td>
</tr>
<tr>
<td>Eastfield College</td>
<td>972-860-7097</td>
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<tr>
<td>El Centro College</td>
<td>214-860-2166</td>
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<tr>
<td>Mountain View College</td>
<td>214-860-8551</td>
</tr>
<tr>
<td>North Lake College</td>
<td>972-273-3334</td>
</tr>
<tr>
<td>Richland College</td>
<td>214-238-6930</td>
</tr>
<tr>
<td>District Office</td>
<td>214-860-2450</td>
</tr>
<tr>
<td>District Service Center</td>
<td>972-860-7964</td>
</tr>
<tr>
<td>District IPS Incident</td>
<td>972-860-7475</td>
</tr>
</tbody>
</table>

04/20/06
HOSTILE INTRUDER GUIDELINES – Section 8
FOR EMPLOYEES AND STUDENTS
Published April 19, 2007, Brookhaven College Police Department

HOSTILE INTRUDER IS INSIDE OF BUILDING
When a hostile person(s) is actively causing death or serious bodily injury, the threat of imminent death or serious bodily injury to employees, visitors, and/or students within a building, the following is recommended.

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The TSA, Transportation Security Administration, now requires birth date and gender information on airline reservations. Each airline will incorporate the change over the coming months for all domestic and international flights.

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• Approving requests and expense reports (for supervisors or budgetary authority).

Documented pre-approval is required for all employee travel leave related to student trips. All travel documents for employee related student trips are reviewed for approval by the Director of Business Operations, or designee, prior to the travel event.

Account number: 23409 (Seminar/Registration Fee) is used to capture the registration cost of attending any seminar, webinar or conference, including in-area or out-of-area travel. It applies to funds 11, 12, 13, 14, 17 or 18 at all college locations and divisions. The cost of hotel, per diem, etc. is still captured in either 23401, out-of-area, or 23402, in-area travel, as presently processed.

EMPLOYEE IN-AREA TRAVEL - CONCUR TRAVEL AND EXPENSES

In-Area Travel, now DAY Travel must submit expense reimbursement using Concur Travel & Expense system.

Link: concursolutions.com

Expense Reports:
Concur can be used to create an expense report (formerly In-Area Report) without an approved travel request. All day travel is captured for an entire month, even if employee only travels once during the month. Start dates for all Day Expense Reports:

• Use the Concur Expense menu tab to create a mileage expense report.

The District has partnered with Corporate Travel Planners (CTP) for travel agency and management services. The staff has been trained in creating an expense report (formerly In-Area Report) without an approved travel request. The reimbursement is the first day of the month and the end date of the report is the last day of the month.

All monthly mileage expense reports must be submitted to your supervisor for approval. Submit the mileage report when all day trips have been added for the month.

Mileage Expense Report:
Employees who travel to different DCCCD locations can use Concur to submit a mileage expense report for reimbursement. Use the Concur Expense menu tab to create a mileage expense report.

Note: Reimbursement is based on miles that exceed an employee’s normal daily driving distance between home and regular work location.

Link to Business Procedure Manual (BPM)
http://www.dcccd.edu/shared-nfl/intranet/dcccd/business_affairs/bpm/tsc.htm

In-area travel is documented on the CONCUR Expense Mileage Reports. In-area travel is defined as travel by an employee within and to counties that share a border with Dallas County. The following counties are in-area: Dallas, Tarrant, Denton, Collin, Rockwall, Ellis and Kaufman. Employees who receive the business and travel allowance are not eligible to receive mileage reimbursement for in-area travel.

HOSTILE INTRUDER(S) ON COLLEGE GROUNDS

When a hostile person(s) is actively causing death or serious physical injury, the threat of imminent death or serious physical injury to persons on Brookhaven College grounds, we recommend the following:

• Run away from the threat if you can, as fast as you can.
• Do not run in a straight line.
• Use vehicles, bushes, trees and anything that could possibly block you from view of the hostile person(s) while you are running.
• If you can get away from the immediate area of danger, summon help and warn others.
• If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
• If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if victims are around you.
• Your last option if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your only option.
• If caught by the intruder and you are not going to fight back, obey all commands and do not look the intruder in the eyes.
• When police officers arrive, obey all commands (the officers may not know who you are). This may involve being handcuffed or asked to keep your hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, the police officers will give you further instructions to follow.

This informational guide cannot cover every possible situation that might occur, but it is a tool that may reduce the number of injuries or deaths if put into action as soon as a situation develops. TIME is the most important factor in the management of this type of situation.

ADDITIONAL INFORMATION TO CONSIDER

Classroom and office door locks: There are numerous types of locks on interior building doors. Become familiar with the kind of lock on your office and the classrooms you use. Most door locks can be locked by hand (without the use of a key). Learn how to lock the rooms you use, and know which doors will require a key to lock the door. There are locks that remain locked at all times; closing the door will provide the necessary security.

Stay vigilant in observing what is taking place around you, and report suspicious behavior to your college police. A display of irrational and/or violent behavior should be reported to the college police immediately. Your police officers are trained in crisis intervention techniques for all kinds of behavioral issues (the reporting of incidents of this nature does not mean the officers will arrest the person; it does mean that the officers will know about the individual and the behavior). The officers are here for the safety of the college community; allow them the opportunity to do their job by providing information regarding incidents. Officer visibility has been increased within the building complex.

Employees are asked to wear their Brookhaven College ID badges while on campus. College ID badges help identify employees from visitors and guests in cases of emergency.

EMERGENCY DRILLS

All drills should be treated with the same seriousness as an actual emergency. Drills are a key way that the College Police prepare our students and community to react in an emergency and it is up to college employees to lead the way in showing them what is expected. Always follow police directions during a drill and treat these valuable training exercises as you would a true emergency.
CONTRACTS – Section 4
Professional Services Contract (PSC) and Institutional Agreement

CONTACTS FOR PROBLEM SOLVING/ STATUS INVESTIGATION
General questions ............................................................... 972-860-4666
Vendor Set-up, W-9.............................................................. 972-860-4666

According to DCCCD policy, all contracts must be reviewed and approved by the VPBS prior to the service or performance date. All PSC contracts with a total cost of $500.00 or greater must include:

1) at least three bids and
2) a rating instrument that includes the criteria used to identify the competency, experience and capability of the prospective contractor relative to the professional service to be provided. An example of a rating instrument can be found on the P drive at P:\Budget Files\Contracts & Agreements\Professional Service Contracts\PSC-RatingSheet.doc.

The DCCCD makes provisions for special contractors that might be considered as a sole-source provider. A special contractor is generally defined as a speaker or lecturer with a highly regarded reputation or area of expertise.

When a single contractor is being considered, the requesting department will identify the special contractor as a sole source and must complete a rating sheet that shows the area of expertise, competence and a detailed reason for selecting the special contractor. The requesting department shall exercise reasonable and prudent care in selecting special contractors and shall not preclude consideration of other business entities that can provide comparable professional services without reason.

A contractor doing business with the DCCCD for the first time must submit a W-9 form dated Rev. December 2014 along with the PSC contract. This form must be filled out, signed and dated by the vendor; under no circumstances should any employee of the college fill out this form for a potential or current vendor.

IMPORTANT!
Should the proposed contract not be on a standard form of the DCCCD, i.e., institutional agreement or PSC, it must be reviewed and approved by the District’s Legal Department in advance of the service or performance. To expedite the review and approval process, the requesting division should require the proposed vendor to provide an electronic version of the contract.

SAFETY AND LOSS PREVENTION OF PERSONAL AND COLLEGE PROPERTY – Section 9

Personal Property
There are many instances when employees bring personal property to the college for personal use. This property may include, but is not limited to, art, office furnishings, books, plants, photographs, and office machines or equipment. Personal property brought to campus is the sole responsibility of the owner. Brookhaven College assumes no responsibility for the repair, replacement or reimbursement of personal property due to damage, loss or theft.

Brookhaven College is an open campus, which means people can freely come and go. To protect personal property against theft or vandalism, always secure the work space before you leave your area. Do not leave personal property or valuables unattended. Report lost, stolen or damaged property immediately to the college police at 972-860-4290.

If you witness a crime, or a suspicious person or activity, immediately contact the college Police Department at 972-860-4290. Be prepared to provide an accurate description of the suspicious person and direction and mode of travel.

Campus Property – Off-Campus Use of District Equipment
DCCCD Board policy, SectionCI (REG), Off-Premises Use of District Property, states district equipment may be used off-premises for college or district purposes. District equipment may not be used for personal use or for personal profit.

A request for off-premises use of district equipment is initiated by the borrower with the completion of the “borrower” information section of the Off-Premises Use of District Equipment form (District form #0315-10/98).

If equipment is stolen or lost while on loan, immediately notify the college Police Department at 972-860-4290, and refer to the procedure outlined in DCCCD Business Procedures Manual, Section 11.5.0. In addition, if the equipment is computer-related, immediately notify college Police Department at 972-860-4290 and the IT Department at 972-860-4822. The borrower assumes responsibility of equipment in cases of theft or damage due to negligence.

Extended use (a scheduled return date past the end of the current semester or session or an extension of the loan period initially approved) shall require the approval and signature of the Vice President for Business Services.
CATERING INFORMATION

All non-contract catering will follow the same procurement procedures as all other commodities per the approval-levels table below. Most food purchases are considered catering - if you have a question please email BHCPurchasing for clarification. Brookhaven College will use requisitions and purchase orders for food purchases that have been approved by VPBS prior to the event. Payment will not be made via NPO. The purchase order number must be shown on the associated invoice.

Subway Catering – Approved Contracted Vendor

If using one of the Subway vendors at any of the district’s colleges to cater an event, only one quote is required, as they are already a contracted vendor. This price agreement applies ONLY to the Subways located at the colleges.

All catering with your college Subway must be done on a campus PO or BPO, as payment will not be made via NPO.

Non-Subway Catering – Non-contracted Vendor

For all other caterers, only one quote is required for purchases up to $999. Orders for $1,000 or more for non-contract catering are subject to the same competitive bid requirements as other procurements.

For all other caterers, only one quote is required for purchases up to $999. Orders for $1,000 or more for non-contract catering are subject to the same competitive bid requirements as other procurements.

Written Quotes: Three quotes are required for purchases over $3,000. Written quotes should be obtained from bidding caterers; quotes should have identifiable dates including expiration date.

Health Permit: A photocopy of a current health permit is required from the selected caterer and must be forwarded to business office with requisition.

Prepayment: If the selected caterer requires prepayment, indicate it in RED INK on your requisition.

Exception: Purchasing procedures do not apply to purchases made solely from club funds (see sections 13.1.3 D and 4.3.6).

(See Procurement Approval Levels on page 4.)

SERVICE REQUESTS / WORK ORDERS – Section 10

The following instructions are provided to aid you in requesting college services.

To access a Facilities Services work order/service request form:
1. From your desktop access Aim (formerly Facility Max).
2. Log in and click on the pull down menu. Select “Customer Service,” then “Customer Request,” then “New” (the icon looks like a sheet of paper and is located on the far right side of the screen near the magnifying glass).
3. Fill in all boxes that are outlined in red.
4. Locate “Desired Date” (located under “Request Details”) – enter the date in which you need the order completed.
5. Click on the “Save” icon located in the upper-right-hand side (the icon looks like a diskette).
6. Once the information is saved, the system will automatically create a transaction number. Please write down the

IMPORTANT NOTICE

In order to successfully address the needs of the college, it is imperative that all facilities requests be submitted via Aim. Aim is a district-wide, web-based system that records the actual work request. Once it is submitted, Facilities Services can determine the rank of the request based on levels of priority. Levels of priority are as follows: #1 life safety, #2 college/classroom integrity, #3 college events and #4 routine maintenance.

When requesting event/table set-ups, requests must be submitted in Aim three (3) business days prior to the event. A set-up drawing is required to assist facilities in providing the correct set-up. Event/table set-ups for Building S require a work request, drawing and approval from Oscar Lopez. The lead time provides adequate time for approval and scheduling with GCA (custodial contractor). Please take into consideration that Facilities Services receives numerous requests on a daily basis. Therefore, if the request is not submitted three (3) business days prior to the event, Facilities Services cannot assure that the request will be completed.

To access Information Technology work order/service request form:
1. Access a new email screen.
2. Address message to BHCPCHelp.
3. Type subject: person needing service, room number, brief summary (i.e. Manny Estrella, Room A211, password reset).
4. Tab down to message area.
5. Press the F11 key.
6. Change to the P: Drive.
7. Select Forms, Information Technology, Work Order, SUPPORT.
9. Complete the work order and press Send.

To access a Facilities Services work order/service request:
1. Access Aim.
2. Log in and click on pull down menu “Module.” Select “Customer Service,” Select “Customer Request,” select “New.” (It looks like a sheet of paper and is located on the far right side of the screen near the magnifying glass.)
3. Fill in all boxes that are outlined in red.
4. Locate “Desired Date.” Enter the date you would like to have the work completed.
5. Click on the “Save” icon on the upper-right hand side that looks like a diskette.
6. Once the information is saved, the system will automatically create a transaction number. Please write down the transaction number. Knowing this number makes finding the Facilities Services work order easier.

To access a Marketing and Public Information work order/service request form:
1. Access the P: Drive of your computer by selecting the My Computer icon.
2. Access the Forms folder.
3. Select the PI Services Form folder and double-click on the file, CMCSRequestForm.pdf.
4. Fill in the PDF with the requested service(s).
5. Either print the form and bring it to the Marketing and Public Information Office, Student Services Center, Room S241, or
6. Save the completed form to your computer desktop. Open a new email addressed to blcpiservices@dcccd.edu and attach the completed version of the form.

NOTE: Requests for Internet services must be signed by your vice president or instructional dean.
**SERVICE REQUESTS / WORK ORDERS – Section 10 Continued**

To access a Telephone Services work order/service request form:
1. Access a new email screen.
2. Address message to BH Phones.
3. Type subject: person needing service, room number, brief summary (i.e. Manny Estrella, room A214, no dial tone).
4. Tab down to message area.
5. Press the F11 key.
6. Change to the P: Drive.
7. Select Forms, Information Technology, Work Order, PHONES
9. Complete the work order and press Send.

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**UPDATED! CALENDARS – Section 11**

2016-2017 College Closings Schedule

Please visit the Brookhaven College Employee Intranet for the most current calendar.

“COLLEGE CLOSED” IS DEFINED AS NO CLASSES, NO ACTIVITIES, NO SERVICES – GATES LOCKED

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**Fall 2016**

<table>
<thead>
<tr>
<th>Labor Day</th>
<th>Sept. 5</th>
<th>COLLEGE CLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving</td>
<td>Nov. 24 – Nov. 25</td>
<td>COLLEGE CLOSED</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec. 23 – Jan. 2</td>
<td>COLLEGE CLOSED</td>
</tr>
</tbody>
</table>

**Spring 2017**

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Jan. 1</th>
<th>COLLEGE CLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King Jr.</td>
<td>Jan. 16</td>
<td>COLLEGE CLOSED</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 13 – 17</td>
<td>COLLEGE CLOSED</td>
</tr>
<tr>
<td>Spring Holiday</td>
<td>April 14</td>
<td>COLLEGE CLOSED</td>
</tr>
</tbody>
</table>

**Summer 2017**

<table>
<thead>
<tr>
<th>Memorial Day</th>
<th>May 29</th>
<th>COLLEGE CLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>July 4</td>
<td>COLLEGE CLOSED</td>
</tr>
</tbody>
</table>

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**REQUISITIONS – College or District**

- All requisitions must be completed according to the description in the District Business Procedures Manual, Section 4.1.0: http://www.dcccd.edu/shared-nfs/intranet/dccd/business_affairs/bpms/4_1_0.pdf
- Requirements for fiscal year 2017 are accepted beginning June 1, 2016.
  - Special Input Instructions: Immediately change default date of requisition to 9-01-16 before any other input. Use priority code “4”. Questions? Please call Ext. 4816. Write the budget year on each requisition form in red ink, e.g., FY-2017
- Completed requisitions with verified funds availability documentation will normally be processed within three business days. The exception is during peak registration times and on occasion when key Business Office personnel are absent.

**GOOD TIP:** It is best to project a reasonable lead time when submitting a purchase request to fulfill a need date or grant requirement. Figure enough time to bid, receive and pay an invoice within the current budget year. In general, the larger the dollar amount of the request, the longer it takes to secure bids and issue a purchase order. Purchases equal to or greater than $25,000 require formal advertising and Board approval. Remember, Brookhaven College requests compete against many other requests for District Purchasing time and attention. Planning helps to ensure that your request is processed within the time to meet the desired date. See Business Services Calendar for submission dates on page 18.

- Top 3 Reasons Requisitions are Delayed
  - Budget adjustment missing
  - Missing appropriate signature (i.e. designated cost center manager, IT (software or hardware), MPI (print jobs))
  - Proper use of contracted vendor

**IMPORTANT NOTICE**

See page 2 for the Budget Adjustment(s) process.

**GENERAL PURCHASING INFORMATION**

**Tax Exemption Certificate**

A vendor may require a Sales and Use Tax Exemption form for DCCCD business transactions; the form can be found on the DCCCD Purchasing Office’s intranet page: https://dsc1.dcccd.edu/intranet/dccd/dsc/purchasing/sales_tax_exemption.pdf.

The form is to be signed by the person claiming the exemption such as the VPBS, DBO or campus buyer when attached to a purchase order. Be informed that the use of this form for personal purchase is more than bad practice, it’s a crime.

**Division Receipt Acknowledgement**

An instruction sheet is attached to college purchase orders that describe how to handle receipt of merchandise or services. Failure to acknowledge delivery of goods or services will delay the payment process, and may result in the loss of purchasing privileges and accrued late fees to be paid. The same process applies to district orders of goods or services.

**W-9 – New Vendor to the District**

A vendor doing business with Brookhaven College or the DCCCD for the first time must submit a W-9 form dated Rev. Dec. 2014. This form must be filled out, signed and dated by the vendor; under no circumstances should any employee of Brookhaven College or the district fill out this form for a potential or current vendor.

In order to expedite, have the vendor complete a W-9 and attach the completed form to your paperwork when submitting to the Business Office for processing. When the vendor’s address is a Post Office Box, ask them to include a physical address in addition to the Post Office Box. You may call the Business Office to verify if a W-9 is needed.

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**Requisition Template**

- If you are requesting an event on a day when the college is closed and there is no other activity, such as an athletic practice, and the college may need to make accommodations, consider your request.
PROCUREMENT APPROVAL LEVELS

<table>
<thead>
<tr>
<th>Value of Non-Contract Purchases</th>
<th>Type of Solicitation</th>
<th>Approval Level Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $2,999</td>
<td>Single written quote</td>
<td>District Director of Purchasing Services or College designee¹</td>
</tr>
<tr>
<td>$3,000 - $24,999</td>
<td>Minimum of three written quotes</td>
<td>District Director of Purchasing Services</td>
</tr>
<tr>
<td>$25,000 - $49,999</td>
<td>Minimum of three written quotes</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>$50,000 and over</td>
<td>Formal advertised bid</td>
<td>Board of Trustees</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Value of Contract Purchases</th>
<th>Ordering Information</th>
<th>Approval Level Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $24,999</td>
<td>Per CPI²</td>
<td>District Director of Purchasing Services or College designee¹</td>
</tr>
<tr>
<td>$25,000 and over</td>
<td>Per CPI²</td>
<td>District Director of Purchasing Services¹</td>
</tr>
</tbody>
</table>

¹ College designee is the Vice President of Business Services or Director of Business Operations
² CPI (Contract Pricing Information) is listed on the Purchasing Department intranet website.

The above approval levels for non-contract purchases apply to all transactions, including tangible personal property as well as services for construction, renovation, repair, and maintenance of facilities. Links shown on this page are located on the Purchasing Department intranet website.

Written quotations for non-contract purchases are to be solicited ONLY by use of the Quote Solicitation for Personal Property or Quote Solicitation for Minor Repairs/Renovation forms. No term or condition is to be added, modified, or deleted without written approval from the Purchasing Department. In the event a minimum of three written quotations are not received where applicable, a written explanation as to the circumstances is to be provided and filed with the purchase order documentation.

When purchasing items valued such that a single written quote is allowed, the selection of the vendor for the single quote should rotate through available vendors, and the quote obtained must provide a good value.

Sole Source goods or services with a cost of $3,000 or more require a written quotation and a Sole Source Justification form. In general, “sole source” means that no like or comparable product or service is available from any other source.

Any vendor-supplied contract involved in a transaction, or quotation received on a form other than the District’s standard quotation form, is to be submitted to the Purchasing Department for review prior to issuance of an order, regardless of the purchase price. Purchasing will obtain applicable legal approval as required by District Policy.

All requisitions for computer hardware, software, and accessories must be approved in writing by the appropriate Information Technology representative, and a purchase order must be issued for all such items.

M/WBE Participation: District employees soliciting quotations for non-contract purchases are required to make a good faith effort to provide the opportunity for certified minority and woman owned businesses (“M/WBE’s”) to submit quotations for goods and services. Resources for certified M/WBE’s may be found under Bidders in the Online Registration System and NCIRCA. If no M/WBE’s can be located at these sites, contact the District’s Business Diversity Department at 972-860-7903 for assistance.

The information contained herein is not intended, nor shall it be construed, to contain detailed processes and procedures applicable to all types of transactions. All purchases are to be made in compliance with applicable laws, procedures, policies, rules and regulations. Under no circumstances are quotations or orders to be split to circumvent the stated approval level authorizations.

Authorization established by Board Policy permits the Chancellor, Chief Financial Officer, or the District Director of Purchasing Services to waive adherence to routine procedures when an emergency or extenuating circumstances warrant doing so.

INCLEMENT WEATHER AND EMERGENCIES

- When classes in a local school district are canceled, Brookhaven College’s Workforce and Continuing Education Division classes at the schools in that district also will be cancelled.
- When the Dallas County Community College District announces colleges are closed, Brookhaven College also will be closed. The WCE classes at Brookhaven College will be cancelled, too.
- During inclement weather or an emergency, please listen to your radio or television for announcements of cancellations. Brookhaven College is a college of the Dallas County Community College District, also known as the DCCCD, and may be listed as such in the broadcast messages.
- The Student Inclement Weather Hotline number is 972-860-4200. Brookhaven College students have an assigned call-in time of 5:45-6:30 a.m. The employee number is 972-860-4100, with call-in time of 5:45-6:15 a.m.

PLAN ACCORDINGLY: ANY request to have an activity on a date that the college is scheduled to be closed is expected to be approved a minimum of one month prior to the date of your requested activity.

The college closing dates are posted online in the Academic Calendar for 2015-2016. [https://www1.dcccd.edu/catalog/ss/cal1213.cfm?loc=2](https://www1.dcccd.edu/catalog/ss/cal1213.cfm?loc=2)

Materials for summer courses:
- Input REQUISITION FOR DISTRICT PURCHASE ORDER
- Input REQUISITION FOR COLLEGE PURCHASE ORDER
- Place order against current Blanket Purchase Order(s).
- Review balance in accounts. Re-allocate year budget dollars as needed.

**June 1, 2016**

Begin input of requisitions for 2017 Budget Year.

**July 1 (5 work days remaining until year-end)**

Finalize current year, balance budget and make last purchases.
- Input REQUISITION FOR DISTRICT PURCHASE ORDER(s) finalizing current year buying allowing lead time for ordering, receiving and payment by year-end, Aug. 11.
- Input REQUISITION FOR COLLEGE PURCHASE ORDER(s) finalizing current year buying allowing lead time for ordering, receiving and payment by year-end, Aug. 11.
- Budget adjustments submitted by July 10 are reflected on the August budget report.

**July 14, 2016**

Submit payments due to or on or before Aug. 31.
- Input - REQUISITION FOR DISTRICT PURCHASE ORDER(s)
- Input - REQUISITION FOR COLLEGE PURCHASE ORDER(s)
Submit paperwork to notify department(s) of grant number effective Sept. 1, 2016.
- Submit payments changes to HR.
- Submit telephone changes to Quinn Mannerlyn.
- Submit print shop changes to Sonja Guinn.

**Aug. 31, 2015**

Submit 2015 payments documents, excluding purchases, before end of month.
- Journal Entry Request Forms - corrections and charge-backs
- Travel Forms - travel taken within July. Submit August travel by Sept. 9. No 2016 travel forms will be processed after this date.
- Check Request (NPO) Form - reimbursements and vendor payments
- Professional Service Contracts
- Student Athletic Service Forms
- Submit BUDGET ADJUSTMENTS as year-end clean-up. [Approval by the Vice President is needed.]

**Aug. 31, 2015**

Last business day to budget Year 2015 officially ends Aug. 31, 2015.

**Sept. 9, 2015**

Year-end (5 th month) clean-up deadline
- Submit payment documents; expenses occurring on or before Aug. 31, 2016.
- Expenses or events that occur on Sept. 1 will be posted against BY-2017.
- Documents submitted after Sept. 4, regardless of purchase date, will be posted against BY-2017.

Tip: Specify the budget year (BY) on all documents, e.g., BY-2016, BY-2017.

Please keep in mind that exceptions to deadlines are reviewed by the director of business operations. Emergencies will be honored unless registration responsibilities or year-end priorities prevent such action.

The Business Office staff thanks you in advance for your observance of these deadlines.
100 PERCENT FUNDS AVAILABILITY CHECKING

All financial transactions are first checked in the division to verify funds availability before submitting. The funds for the requested expense must be in the specific fund/ location/ division/ account number before the expenditure can be processed. This includes, but is not limited to, transactions processed on a Check Request, also known as Non-purchase Order (NPO), Professional Leave and Travel forms (PLT), Student Travel Advance and Approval form (STAAR), Professional Service Contract (PSC), Student Athletic Service form (SAS), or Requisition.

Verify funds in a specific account(s) as follows:
• Go to the ACBL screen in Colleague and input the Fund-Location-Division-Account number.
• Check available funds amount.
• If funds are available, forward original document to College Purchasing for processing.
• If funds are not available, prepare a budget adjustment request.
• Communicate funds availability by attaching ACBL print screen and/or the request for a budget adjustment to the NPO, PLT, ICT, STAAR, PSC, SAS, or Requisition form.
• Transactions without funds are subject to delay.
• Always verify there is enough money on a blanket purchase order before placing an order. Do not place an order until you have requested an increase by sending an email to BHCPurchasing for Brookhaven College purchasing to confirm funding before proceeding.

BUDGET ADJUSTMENT

It is the responsibility of each budget manager to maintain all budget line items in a positive financial position. The purpose of a budget adjustment request is to move whole dollars into a specific account to either decrease or increase the allocated budget amount.

Budget adjustment requests may be sent electronically as follows:
- The budget manager initiates an email to BHCBudgetAdjust and the appropriate dean or vice president.
- Subject line is to read “Budget Adjustment.”
- Format example:
  $ 150.00 from: 11-02-102143-24201 To: 11-02-102143-23302 $ 150.00
  Reason: (Include known detail information of the reason for transfer, i.e., specific requisition reference, items, service or names of individuals, etc.)

A budget adjustment also may be submitted using the Budget Adjustment Form (budadj.exe) located on the P Drive: P:\FORMS\Business Office. Complete the form, rename the form, save it to a disk or hard drive, and email the form to BHCBudgetAdjust and the appropriate dean or vice president. This mailbox is checked daily. Once the budget adjustment is processed an email confirmation is sent.

Attach email copy to each requisition or payment document submitted to the Business Office to denote funds verified. Accounts that cannot be adjusted include: 210xx, 2312x, 2313x, 2314x, 2316x – District Charge-back accounts.

Accounts that cannot be adjusted without approval from the VPBS include:
• 20xxxx – Salary Accounts
• 23204 – Cell Phone Stipend
• 23201, 23202, 23211 and 23212 – Telephone Accounts
• 23821 – Rental/Lease Furn. and Equip.
• 26xxxx and 27xxx – Equipment Accounts
• 23404 – Business and Travel Account
• 245xx – Non-Inventoriable Equipment, Furniture, Software and Technology

The Vice President for Business Services accepts budget adjustments from Sept. 1, 2016 through Aug. 31, 2017.
The academic year is underway and we would like to provide the college with an outline of the guidelines being implemented for fiscal 2017 and beyond.

The Green Sheet

Business Services Guidelines for General Information, Budget, Purchasing, Travel, Contracts and Service Requests/Work Orders; and Activities Calendar

NOTE: Look for “NEW!” or “UPDATED!” areas of information.

GENERAL INFORMATION – Section 1

USE OF STUDENT AND EMPLOYEE IDENTIFICATION NUMBERS

Continue to use Colleague-assigned student or employee identification numbers when completing district forms. DO NOT list Social Security Numbers on district forms.

ELECTRONIC TRANSFER METHOD FOR TRAVEL ADVANCE PAYMENTS AND NON-PAYROLL PAYMENTS

An employee travel advance (including student travel portion of advance) and any non-payroll reimbursement is made through an electronic transfer into your bank account. If you are bank ineligible, the default is the same as your payroll check. You may view reimbursement or advance detailed information on the eConnect Employees Menu at My Disbursements.

Website: http://econnect.dcccd.edu/econnect/em/emmenu.html

WHO MAY COLLECT MONEY?

College Business Office personnel are the only designated individuals who may collect monies. This is in accordance with procedures developed and maintained to ensure all monies are collected in the name of the college or for college-approved activities. See Section 1.0.0 of Business Procedures Manual.

Website: http://www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/1_0_0.pdf