

GCCCD

District Business Services

QUICK REFERENCE Request for Contract (RFC) Processing

Requesting Department

- Create an RFC for services, license or maintenance contracts
 - A new RFC and PR are required when adding additional funds to an existing PO/Contract.
- Enter PR in IFAS
- Log PR number on RFC
- Route RFC and PR for approval signatures of Manager, then to Site Business Office

Purchasing

- Date/time stamp RFC when received
- Create contract for execution or utilize vendor's contract after review and approval.
- If changes are required, work with vendor until an agreement is reached
- Prepare two copies of contract for signature by Vice Chancellor, Business Services or Senior Director of Purchasing and Contracts
- Mail contracts to vendor for counter signature
- Vendor signs both and returns one to Purchasing for GCCCD file.
- Upon receipt of fully executed contract, Purchasing processes PR into PO and receives accordingly
- Contract is placed on ratification docket item for the Governing Board

Accounting

- Route invoices for services to department for approval upon completion of service
- Receive approved invoices and pay according to approved contract