

DEPARTMENTAL PURCHASE ORDER UNDER \$5,000

1. Departmental Purchase Orders (DPO) are used for small dollar purchases under \$5,000 and are for ONE-TIME payments. All necessary documentation should be completed BEFORE the service is performed.
2. This form can be used for services are defined as something that requires a person to perform the function, examples are: replace a door, perform maintenance on your fax machine, and wash windows. It can be used for goods but it is not recommended—goods should be purchased using the procurement card.
3. The first thing you need to do is determine if the vendor is an **Independent Contractor**. To do this, request a **W9** from the vendor. Look at the W9, go to the 3rd block down—if “Individual/Sole Proprietor” is checked the answer is yes. If they are a sole proprietor you will need to include a copy of a valid State of Colorado Driver’s License. IF they do not have one, contact the Procurement office to discuss other options. If you have used this vendor in the last year and already know their status you do not need to obtain a W9.
4. If this is for a service, they must have an **insurance certificate** on file in the Procurement Office that meets the State Requirements. Contact Procurement to find out if a certificate is already on file—if not on file let Procurement know we need to contact them about insurance. Make sure you have the company name, a point of contact, and a phone number to give to assist in this process. Be aware—obtaining an insurance certificate may take some time.
5. Any time an individual performs a service for the college we must have a **Personal Services Waiver or Certification** on file in the Procurement Office. Contact Procurement to determine if a waiver is already on file. If one is needed, they will provide you with the paperwork to fill out.
6. A **PERA Retiree Questionnaire** (located on the portal) must be given to the vendor to fill out and sign.
7. Fill out the form and obtain ALL necessary signatures.
8. All requirements listed above must be met before the Departmental PO is given to the contractor.
9. When the good/service has been received/performed in a satisfactory manner, sign off on receiving and attach:
 - W9
 - Valid Picture ID (if required)
 - PERA Retiree Questionnaire
 - Invoice
10. Route to procurement@pikespeak.edu



DEPARTMENT PURCHASE ORDER

PIKES PEAK STATE COLLEGE
5675 S Academy Blvd. | Colorado Springs, CO, 80906



PO # _____

Vendor S# _____

Division/Department _____

Date _____

Vendor Name/Address/Phone/Email _____

Division Point of Contact/Phone Number _____

TO BE COMPLETED BY PURCHASING DEPARTMENT

- W9
- Fed. Funds Vendor Check
- Insurance Certificate
- Independent Contractor Certification
- PERA Form
- Sole Proprietor ID
- Personal Services Certification

Campus to Deliver To _____

Print Name _____

DOES THIS PROCUREMENT USE FEDERAL FUNDS? [] Yes [] No

State of Colorado Purchase Order Terms & Conditions are incorporated by reference can be found at: <https://www.colorado.gov/osc/purchase-order-terms-conditions>

LINE	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	ORG & ACCOUNT
Grand Total						

APPROVALS: I hereby certify that services/goods included in this order will be used in an essential Government function and are not subject to local and Colorado sales/use taxes or Federal excise tax.

RECEIVING: I Hereby certify that I have received the articles listed above, that I have carefully inspected, weighed, counted/measured and found them complete and in good condition OR that services were satisfactory.

Signature

Date

Receiving/Authorized Employee

Date

Print Name

Print Name

Purchasing Approval