

## MCAD Continuing Education Faculty Purchase Procedures

Continuing Education must follow purchasing procedures established by the College to ensure that the most economical cost is obtained under open, fair, and competitive conditions.

**Before purchasing materials, please contact us. We have an assortment of art supplies in storage from previous courses that we could share with you. All purchases must be approved in advance by the Continuing Education Assistant Director or Director.**

**1. Requisition for Purchase/Instructional Supplies:** If supplies you require are not stocked by the Art Cellar, call the Continuing Education office at 612.874.3765 or stop by and have a staff member order what you need. Be prepared to provide complete information as to size, quantity, date needed, and preferred vendor (if applicable). Allow a minimum of two weeks.

If the supplies you need are not routinely available or carried by a number of vendors, please provide information on vendors who do carry them, thereby reducing the time it takes to process a purchase order.

**2. Art Cellar Purchases/Instructional Supplies:** Faculty may charge up to \$30 for supplies and materials to Continuing Education at the Art Cellar. Semester total charges over \$30 must have prior approval from the Continuing Education office.

This account is ideal for purchasing demonstration materials or small items that you would like to supply your students with at the first class meeting (as long as it wasn't listed in the course description as supplies to be purchased by the student). These funds are available prior to your first class meeting. The Art Cellar has the appropriate account numbers and will need the full name of your course when charging your supplies.

**Purchases of reusable classroom materials with the \$30 instructional supplies budget (such as X-Acto knives, a USB drive, paint, or scissors), should be returned to the Continuing Education office after your last class meeting so they can be stored and reused for other Continuing Education courses. We have some shared classroom materials (such as scissors and self-portrait mirrors) available for you to check out and return; just ask in advance! We prefer a one week advance notice, if possible.**

If you are going to make use of your Art Cellar account, please email Continuing Education an outline of your anticipated purchases for the semester. This helps us budget accordingly and gives our department a clearer idea of each class' actual cost. (Examples below.)

**Please bring receipts to the Continuing Education office as soon as possible after your purchase.** All receipts, packing slips, and invoices from any type of purchase, whether picked up or delivered, must be brought or sent directly to the Continuing Education office.

For Art Cellar business hours and more information, please call 612.874.3775 or visit [http://intranet.mcad.edu/modules/ds/view\\_ds.php?ds\\_id=2](http://intranet.mcad.edu/modules/ds/view_ds.php?ds_id=2) or their blog: <http://mcadartcellar.blogspot.com/>.

**3. Reimbursement:** Only when absolutely necessary should faculty make purchases from outside vendors. For reimbursement, an original receipt is required and must be signed by the faculty member. Receipts must clearly list items purchased, amount paid, date of purchase, and vendor name. Contact us in advance for the College's tax-exempt certificate for such purchases, as **THE COLLEGE CANNOT REIMBURSE FOR ANY TAX PAID**. Please bring receipts to the Continuing Education office as soon as possible.

**4. Materials Fee Budget/Purchases:** Certain Continuing Education courses require students to pay a materials fee at the time of registration for classroom materials. If your class has a materials fee, please email Continuing Education in advance a budget outlining how the fees will be spent and what materials you will purchase. (See examples below.)

After we receive this budget, then we can increase your course budget at the Art Cellar for you to purchase classroom materials or approve your purchase from an outside vendor.

(Please note that these budgets do not necessarily reflect the Art Cellar's prices or current stock. They are meant to serve as examples.)

#### **EXAMPLE #1**

Art Cellar Instructional Supplies Purchases  
Beginning Observational Drawing  
Spring 2013  
Instructor: L. Grey

Here are the items I'll be purchasing at the Art Cellar for in-class demonstrations this semester:

2 pencils at \$1.20 each (\$2.40 total)  
Set of four conté crayons for sketching at \$5.00  
Four sheets of paper of different weight at \$1.75-\$2.50 each

I'll be doing a demo with conté crayons and then will allow the students to experiment with them during the evening's exercise to see if it is something they'd like to incorporate.

The total will be roughly \$25.00. I will put the receipt in the drop box outside your office after class. If I make any additional purchases this term, I'll send you an email. Thanks!

## EXAMPLE #2

Materials Fee Budget  
Screenprinting  
Spring 2013  
Instructor: P. Wimsey

Below is my budget for this spring's Screenprinting course. I'll be purchasing all the materials at the Art Cellar; please transfer the total amount of funds collected during registration to my course's account. We'll be using these materials for a stenciling project. I'll check in with you two regarding enrollment numbers the day before class to adjust my purchases accordingly.

Materials fee: \$5 per student  
Total budget for 10 students: \$50  
Vendor: MCAD Art Cellar

Item	Quantity	Price per unit	Total
Rubylith (coated mylar sheet)	10	\$2.00	\$20.00
Canson Arches 88 paper	10	\$1.75	\$17.50
Roll of masking tape*	1	\$3.50	\$3.50
			Grand total: \$41.00

\*If needed, I will purchase a second roll of masking tape during the semester with the remaining funds.