



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with NACUBO (National Association of College and University Business Officers) for membership renewal and dues for FY2024-2025 for Finance. Fiscal Impact: \$7,095.00.

Presenter(s): Rabia Azhar, Chief Financial Officer

What is the purpose of this contract and why is it needed? The National Association of College and University Business Officers (NACUBO) offers a diverse and engaged network of peers and advocates to support higher education's evolving challenges. NACUBO's membership offers Broward College's business and finance offices the access to higher education professional development programs, strategic support, innovative solutions and volunteer councils.

What procurement process or bid waiver was used and why? Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Membership dues, per the Florida Statute 119.01(3) requires that all financial, business and membership records held by the organization in relation to the individual(s) or organization(s) for whom a purchase order is being issued are to be considered public records and shall be subject to the provisions of Florida Statute 119.07.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting? Yes.

What fund, cost center and line item(s) were used? FD100, CC0580, 64502:Inst. Memberships and Sponsorships.

Has Broward College used this vendor before for these products or services? Yes.

Was the product or service acceptable in the past? Yes.

Was there a return on investment anticipated when entering this contract? Yes.

Was that return on investment not met, met, or exceeded and how? Met.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Not Applicable.

Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

FISCAL IMPACT:

Description: \$7,095 BU204 CC0580 FD100 PG000189

06/11/24


CC0057 · College Accounting








(\$7,095.00)


Rabia Azhar

Rabia Azhar, CFO 5/22/2024

APPROVAL PATH: 12207: NACUBO Membership Renewal and Dues FY2024-2025

 **Workflow** Edit View Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Rabia Azhar	CFO Review		Completed	
2	Natalia Triana-Aristizabal	Contracts Coordinator		Completed	
3	Zaida Riollano	Procurement Approval		Completed	
4	Rabia Azhar	CFO Review		Completed	
4	Christine Sims	Budget Departmental Review		Completed	
4	Legal Services Review Group	Review and Approval for Form and		Completed	
5	Electronic Signature(s)	Signatures obtained via DocuSig 		Pending	
6	Natalia Triana-Aristizabal	Contracts Coordinator		Pending	
7	Board Clerk	Agenda Preparation		Pending	
8	District Board of Trustees	Meeting	06/25/24 01:00 PM	Pending	

 Click to see the full workflow details

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Membership Notice

National Association of College and University Business Officers
 1110 Vermont Avenue, NW Suite 800
 Washington, DC 20005 United States
 202-861-2500
www.nacubo.org

Renewal Number	0058422
Invoice Date	02/26/2024
Due Date	Due Upon Receipt

Broward College
 Rabia Azhar

Membership Renewal for Broward College
 Membership Type: Higher Ed
 Membership Term: June 1 through May 31

Item	Quantity	Price	Total
Higher Ed Institution	1	\$6,445.00	\$6,445.00
Higher Ed Institution Region - SACUBO	1	\$650.00	\$650.00

Total: \$7,095.00
Tax Total: \$0.00
Shipping Total: \$0.00
Grand Total: \$7,095.00
Payment: \$0.00
Balance: \$7,095.00

REMITTANCE

Renew online with a credit card. Once logged in, click Renew.
 We proudly accept the following payment methods:

Mastercard, Visa, American Express, Discover

ACH Payment:
 Routing# - 021052053
 Bank Account# - 90602820

Please make checks payable to:
National Association of College and University
Business Officers
 P.O. Box 791331
 Baltimore, MD 21279-1331.
 202-861-2500

Renewal Number	
Name	
Amount Enclosed	\$

For assistance with your payment, please email us at membership@nacubo.org. Our W-9 can be found online (<https://www.nacubo.org/-/media/Documents/About/W-9-Form.ashx?la=en&hash=5D3F82398375E14EC430F7609DE7E01065DEBDDA>).