

## **BP 6330 Purchasing/Warehouse**

Reference:

**Education Code Section 81656;**

**Public Contracts Code Sections 20650 and 20651**

- 1.0 The operation of the District Purchasing Department is defined in the District Purchasing Handbook, which incorporates information on policies, procedures, and requirements of State law.
- 2.0 Employees may consult the District Purchasing Handbook for information on purchase order amounts that may be initiated without prior Board approval or written quotations; purchase order amounts that require written quotations; purchase order amounts that require prior Board approval; instances when advertising for bids is required; purchase orders for equipment replacement or capital expenditures; emergency repairs or work; prohibition of warehouse stock sale to individuals; the unavailability of assistance with an employee's personal purchases; the determination of low bid; and bid conditions defined on a bid form.
- 3.0 The District goal regarding Minority, Women and Disabled Veteran Business Enterprises Pursuant to the Leroy F. Greene School Facilities Act of 1998 the District shall have a participation goal of at least 3%, per year, of the overall dollar amount expended each year by the District for disabled veteran business enterprises (Education Code 17076.11).
- 4.0 The Vice Chancellor, Finance & Facilities, or District Director, Purchasing is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.
- 5.0 The Manager, Campus Accounting, and Vice President, Administrative Services, are delegated the authority to purchase supplies, materials, and services related to Associated Student Body Funds, Bookstore Funds, Campus Service Funds, Food Service Funds, and Other Trust and Agency Funds. No such purchase shall exceed \$5,000 except for bookstore purchases. All such transactions shall be reviewed by the Board every 60 days.

**Date of Adoption:** February 12, 2002

**Date of Last Revision:** November 26, 2014 Chancellor's Staff  
November 27, 2012