

BP 6330 Purchasing

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 of Trustees 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; 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 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 Section 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; Vice President, Administrative Services; and Director, 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 of Trustees every 60 days.

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