

Chapter 6 - Business and Fiscal Affairs

AP 6330 Purchasing

Legal requirements related to the bid process and awarding of contracts are included in AP 6340 (Bids and Contracts).

Responsibility for Purchasing

The procurement of supplies, equipment, and services shall be the responsibility of Administrative Services under the immediate direction of the Director of Purchasing, Printing, and Mail Services. However, under the law, the Board of Trustees has sole responsibility for all purchase contracts of the College.

Employees shall not commit the College to any purchase or service obligation except through the Purchasing Office.

Assignment of Personnel

The Director of Purchasing, Printing, and Mail Services is authorized to assign personnel in the office to the specific duties as deemed necessary.

Purchasing Ethics

Purchasing functions will be carried out in a most efficient manner consistent with service to the College, legal requirements, and sound procurement practices conducted with fairness, dignity, honesty, and integrity.

The College's purchasing philosophy is to maintain professional relationships with all vendors. While vendors are free to advertise, their promotional efforts should not include gifts, favors, or any form of personal gratuities to any College employee.

Employees of the College shall not be financially interested in any contract for goods or services by means of a Purchase Order Agreement under the following conditions:

- the contract is between the College and the employee;
- the contract is between the College and a partnership, or unincorporated association of which the employee is a partner or in which he/she is the owner or holder, directly or indirectly, of a proprietorship interest and/or shall benefit financially due to the contract or purchase; and
- the contract is between the College and corporation in which any employee is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

Purchasing Regulations and Procedures

The Purchasing Department conducts all purchasing transactions and reviews recommendation of awards of all contracts for the College on the basis of price and suitability, in accordance with governing codes and regulations including, but not limited to, all provisions of the California Civil, Education, Government, and Public Contract Codes as well as Board Policy.

Procurements shall also comply with the Administrative Procedures. To further assist and inform management, faculty, and staff of the proper procedures for procurement, a purchasing procedures handbook shall be published under the direction of the Director of Purchasing, Printing, and Mail Services.

Requisitions

Requisitions shall be used to originate purchase orders.

Requisitions must be correctly made out before procedure is started. Requisitions are completed by the originator, approved by the appropriate departmental and Fiscal Services budget control personnel, and submitted to the Purchasing Department. Fiscal Services is responsible for verifying account numbers and fund.

Approval by the designated Information and Educational Technology staff member(s) is required for all technology purchases (including hardware, software, and licenses) in excess of \$100.

Receipt of Purchased Materials and Equipment

Under the direction of the Director of Purchasing, Printing, and Mail Services, the Warehouse shall receive and distribute purchased materials and equipment to the requesting departments.

- Any material or equipment that is to be picked up by the requesting department or directly delivered thereto shall be so specified on the Purchase Requisition. The Warehouse shall be contracted immediately by the department if normal delivery is changed to a pick-up or direct shipment after the order is placed.
- Material and equipment subject to inventory shall be tagged and inventoried at the time of receipt.

Inventory Management

Purchasing is responsible for maintaining inventory records of certain purchased assets by tagging all inventory assets and creating and updating a record of those assets as follows:

- capital facilities assets over \$150,000 (depreciable);
- capital equipment assets over \$5,000 (depreciable); and
- furniture and equipment over \$500.

To facilitate accurate recordkeeping, departments shall report to Purchasing the status of their capital equipment assets and assets purchased with categorical funds on an annual basis.

Mail Services Request

A mail services request shall be submitted to Mail Services five days prior to the desired mailing date when a College mailing exceeds 100 pieces or \$50 in postal costs.

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