

Chancellor's CABINET HIGHLIGHTS

This is a publication of the Contra Costa Community College District Chancellor's Office
Dr. Helen Benjamin, Chancellor

Members of the Chancellor's Cabinet: *John al-Amin*, Vice Chancellor, Administrative Services; *Helen Benjamin*, Chancellor; *Peter García*, President, DVC; *Eugene Huff*, Vice Chancellor, Human Resources/Chief Negotiator; *Robert Kratochvil*, President, LMC; *Tim Leong*, Director, Communications and Community Relations; *Mojdeh Mehdizadeh*, Vice Chancellor, Education and Technology; *Denise Noldon*, President, CCC; *Ray Pyle*, Chief Facilities Planner

March 2013

~ Mission

The mission of the Chancellor's Cabinet is to serve as the leadership team ensuring the capacity of our District to educate students effectively and meet the needs of our communities in partnership with classified staff, faculty, and other managers.

Media Training for Managers

Consensus was reached to move forward with media training for Cabinet members and selected staff at the colleges.

JFK Interim President

Cabinet agreed to invite John F. Kennedy University interim president Dr. Charles Powell to a future meeting and explore possible partnership opportunities.

FTES Targets

Cabinet continued their conversation on strategies to reach the District's 2012-13 FTES targets, and received an update on districtwide marketing efforts to help increase the awareness of the robust summer courses offered by the colleges.

Business Procedures Receive Final Approval

Cabinet gave final approval to the following:

Bus. 3.07	Academic Certified Monthly Personnel Budgeting and Accounting
Bus. 3.08	Sub-Fund Designations Transfers
Bus. 3.14	Financing Cocurricular Activities
Bus. 3.16	Personnel Assigned to More than One Locations
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The Contra Costa Community College District, founded in 1948 and governed by a publicly elected five-member board, is one of the largest multi-college community college districts in California. The mission of the District is to attract and transform students and communities by providing accessible, innovative and outstanding higher education learning opportunities and support services.

Bus. 4.20	Education Data Center
Bus. 9.01	Contract Education and Self-Funded/Fee-Based Instruction
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Bus. 9.32	Replacement Check Certificate Form 4cd-211 Lost, Stolen and Stale Dated Checks
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Bus. 10.03	Procedure to Dispose of College Property Other Than Equipment (Delete)
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**ACADEMIC CERTIFICATED MONTHLY PERSONNEL
BUDGETING AND ACCOUNTING**

The salary and benefit costs associated with regular/full-time academic assignments shall be budgeted by location and shall be consistent with the District's chart of accounts and the state's Taxonomy of Programs (TOP) codes, with the activity code specified to at least the third digit (intermediate level). Accurate assignment of academic account codes is required for mandatory compliance reporting.

1. ~~The certificated work assignment (course and other assignments) files are reviewed each month to determine the actual service rendered by all certificated staff employed on a monthly basis. Teaching service is recorded by percent by TOP code. Non-teaching service is recorded by percent by activity, such as, counseling, academic administration, etc.~~
2. ~~Based on the above analysis of actual service a journal entry is prepared by the Accounting Department to correct salary and benefit expenditure records, as needed, to insure the accuracy of financial statements.~~

~~Based on the same analysis the salary account codes on the personnel file are changed for the next payroll processing period, as needed, by the Payroll Department.~~

3. ~~The position control budgeting files will be used as the basis for the budget for the next fiscal year. If any significant changes in assignment are known at this time, the employee's salary account codes are revised in the personnel file for use in the process.~~

1. The District Office shall provide the college Business Offices with current payroll rates, including step/column advancement for budget development.
2. Each college shall assign account codes for each academic employee based on the employee's current assignment. The budgeted account codes will be used to expense the monthly payroll in the general ledger system. Changes to previously budgeted account codes or distribution of full time equivalent (FTE) salary shall be reported immediately to District Human Resources on an academic personnel requisition. District Human Resources will accordingly update the academic employee's electronic personnel data file which is accessed for payroll processing.
3. The colleges shall regularly review payroll expenditures as posted in the general ledger for accuracy. If an academic employee's actual assignment should differ from that which was budgeted and subsequently expensed, the college Business Office will prepare a journal entry to reclassify the personnel costs and notify District Human Resources of the change.

SUB-FUND DESIGNATIONS TRANSFERS

The two-digit sub-fund component of a general ledger account code is used to distinguish funds designated for specific purposes. The District Accounting Office has sole responsibility for assigning sub-fund designations.

1. Transfers of expenditures and/or receipts between sub-funds within a fund shall be recorded in sub-fund transfer accounts.
- ~~2. Sub-fund transfers will be used primarily to transfer unrestricted funds from the operating fund to match specially funded projects in restricted sub-funds.~~
32. Object codes for sub-fund transfer accounts follow:
 - ~~57810 Sub-fund Transfer Out to Restricted~~
 - 57820 Sub-fund Transfer Out to Unrestricted (Expense)
 - ~~57830 Other Sub-Fund Transfer Out~~
 - ~~48991 Sub-fund Transfer In from Restricted~~
 - 48992 Sub-fund Transfer In from Unrestricted (Revenue)
 - ~~48993 Other Sub-fund Transfer In~~
3. At the end of the fiscal year, sub-fund balances will generally roll over to the new fiscal year for use of its originally intended purpose. Remaining balances in sub-funds within the Restricted General Fund (Fund 12), may be rolled over or returned to the funding agency, as determined by any grant restrictions.

FINANCING COCURRICULAR ACTIVITIES

From its inception, the District has recognized the educational value of student activities and has therefore developed them as an integral part of the educational curriculum, designating them "cocurricular activities." "Cocurricular activities" means are those activities and events which are designed to complement and augment the academic program of the college and which meet all the following criteria:

1. the activity or event is approved by the Governing Board;
2. students of the college are participating in the activity or event;
3. the activity or event is supported in part from non-District funds; and
4. the activity or event is an extension of classroom instruction or related college programs.

To adequately finance cocurricular activities, monies from the General Fund (Fund 11) of the District may be used for costs that are attendant to the cocurricular program. The following costs may be included in the college's regular budget:

1. costs relative to supplies, rental of facilities, rental of equipment, royalties, transportation and equipment for athletics, dramatics, musical productions, intra-mural programs, forensics, and journalism;
2. costs for the athletic program relative to insurance, physicians, ambulance services, medical examinations, timers, scorers, officials, custodial services, security services, scouting expenses, meals and lodging for coaches, and meals and lodging for team members for events within the State of California;
3. costs for dramatics and musical productions relative to accompanists, stagehands, custodial and security services, except for an activity where a performing artist or group is employed by the Associated Students and revenues from an admission fee should be sufficient to cover costs of these services;
4. costs for meals and lodging for students participating in forensics and music events within the State of California;
5. costs relative to publishing a standard student handbook and the student newspapers; and
6. travel and personal expenses for students to attend student journalism conferences.

Expenditures and revenue for cocurricular activities shall be assigned an activity code in the 696000 series. Expenditures shall be budgeted and administered by the colleges in the same way as other monies spent from the General Fund of the District.

All income derived from athletics, journalism, dramatics and musical productions shall be deposited in cocurricular activity accounts designated as "the athletic account," "the journalism account," "the music account" and "the performing arts account" for expenditures for the operation of the cocurricular activity. The Comptroller District Finance Department is designated as the custodian of these accounts.

The College Director of Business Services Business Offices may add a new cocurricular activity account by submitting a request in writing to the District Comptroller Finance Department.

PERSONNEL ASSIGNED TO MORE THAN ONE LOCATION

Some of the educational programs of the District are ~~county~~ Districtwide in nature but are the specific responsibility of one of the colleges of the District or the District Office, in which case a primary location will be designated by the Chancellor or designee. The primary location shall be primary for programmatic and fiscal responsibilities. ~~Generally these programs may be divided up as follows:~~

- ~~1. Where programs are conducted on more than one campus.~~
- ~~2. Where there is no on-campus program.~~

~~Programs that qualify under item 1 shall have a home base designated by the Chancellor.~~

~~Where the program is districtwide in nature and is the responsibility of one person and where there exists on each college an on-going program, then each college shall budget for its share of the program and administer its share of the program. This includes processing of budget requests, preparation of requisitions, payroll time reporting and approval of expense claims.~~

~~Where the program is districtwide in nature and is the responsibility of one person and where it is not an on-going program at each college, then only those colleges having an on-campus program shall share in the processing of budget requests, etc. If the program is administered only for one campus, then that campus shall be responsible for the entire budget for that program.~~

The processing of budget requests, requisitions, payroll time reporting and expense claims which are to be shared shall be through the office of the ~~home base~~ primary location. All budget provisions and payments made to other than the ~~home base~~ primary location shall be made known to that campus or location. Final budget amounts for expenditures involving more than one campus shall be determined by the ~~C~~college Presidents jointly. ~~In order to accomplish these results, the procedures to be followed are:~~

- ~~1. **Salary.** The salaries budgeted and charged to each college shall be based upon expected division of time. The ~~home base~~ primary location shall be responsible for all payroll reporting. That campus which is not the ~~home base~~ primary location for the employee shall be responsible for notifying the ~~home base~~ primary location, in writing, of all absences as they occur.~~
- ~~2. **Expense Claims.** All expense for conferences, mileage and other personal expenses shall be divided proportionately based upon the division of the assignment. Requests for provision for these items in the budget shall be submitted to the home base **only**, and it shall be the responsibility of the home base to notify the other campus of its share. That campus which is not the home base shall include the amount requested in its initial budget request. Claims for these items shall be processed through the office of the home location **only**.~~

DELETE THIS PROCEDURE
WORKING BUDGET ADJUSTMENT
INSTRUCTIONS FOR ORGANIZATIONAL UNITS

1. Working budget adjustments are prepared on form 7168 (see Exhibit A). Budget adjustments are to be prepared to:
 - a. add categorically funded projects approved subsequent to official budget adoption.
 - b. add revenues received from donors for specified programs, and
 - c. make other appropriate increases or decreases to revenue and expense accounts.
2. Budget adjustments are posted as they are received, and a copy with the budget transfer number and date is forwarded to the appropriate cost center/departmental head and the College Business Office.
3. At the time of preparation, the cost center/department which originated the budget transfer, should maintain a copy of the forwarded budget transfer in a pending file. When the next detail expenditures report is received, the cost center/department should verify that the adjustment has been made to the budget column of the correct expense account(s) and should file the form in a completed file.
4. If the requested adjustment does not appear, a memo should be sent, or a telephone call should be made, to the District Accounting Office.

DELETE THIS PROCEDURE

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES APPLICATION AND REPORTS

Introduction

1. Nature of the Grant

Extended Opportunity Programs and Services (EOPS) is designed to support the educational and socioeconomic needs of low-income, disadvantaged students through financial assistance, tutorial services and counseling. The main goal of EOPS is to develop and maintain programs and services in recruiting and retaining EOPS-eligible students in order for them to achieve their chosen educational objectives.

2. Granting Agency

- a. The granting agency for EOPS is:
California Community Colleges
Student Services and Special Programs
- b. The name and address of the contact person is:
Ron Tarrer, EOPS Coordinator
Chancellor's Office
California Community Colleges
Student Services and Special Programs
1102 Q Street
Sacramento, CA 95814

3. Program Terms and Conditions

- a. The program runs from July 1 to June 30.
- b. The amount of EOPS grants is based on allocations determined by the Department of Finance. Colleges are notified of their allocations after the final approvals are obtained.

Procedures

Action Required	Person Responsible	Due Date
1. Grant Application	College	January 15
a. Fill out the grant application forms following the procedures outlined by California Community Colleges.	Coordinator/Grant Writer	

Action Required	Person Responsible	Due Date
b. Submit the application forms, as follows, in triplicate: <ul style="list-style-type: none"> 1. Certification of EOPS Funded Administrative Cost Plan 2. EOPS Budget and Accounting Form 3. College Application for Approval of Program for EOPS 		
2. Grant Approval If the application is approved, California Community Colleges will send a signed copy back to the College.	Granting Agency	Several Months later
3. Budget set-up <ul style="list-style-type: none"> a. Fill out Form 7195 and submit to District Accounting. If 7195 was previously submitted, submit a revised one that is consistent with the approved allocation. b. Prepare the Working budget adjustment c. Prepare form 4cd-93. 	College Coordinator District Accounting College Coordinator	After grant approval After receipt of 7195
4. Grant Administration	College Coordinator	Throughout the Project period
5. Reporting	District Accounting	August 31

EOPS FINAL REPORT (SFPE A-1) PROCEDURES

1. District contribution (Column 7)
 - a. Fill up the column line items based on the Grant provisions. Consult with the EOPS coordinator if necessary.
 - (1) Names of persons whose salaries and benefits constitute the District Contribution are specified in the Grant. Note the percentage considered as the match - it is not necessarily 100%.
 - (2) Determine the account under which salaries and benefits of the above are recorded. There is a Payroll report that has this information - ask the Payroll Office Manager for assistance.
 - (3) Based on the account, find the salary and benefit amounts to be reported using system reports.
 - b. Indicate subtotals and the total amount in the appropriate boxes.

2. EOPS Funds (Column 8)

- a. Fill up column 8 with the actual expenditure amounts from system reports.
 - (1) Refer to prior year's report to determine what ASNs are reported under which object code and category.
 - (2) Refer to the approved EOPS Project Plan to determine if there are salaries and benefits to be distributed over 2 or more categories and/or object codes based on given percentages.
 - (3) Consult with the College EOPS Director/Coordinator to resolve any questions as to where to show certain expenditure items.
- b. Indicate the total and subtotals.
- c. If the total in column 8 is greater than the total amount in column 4,
 - (1) Make a worksheet with the following column headings:

OBJ	CATE	ACTUAL	EOPS	DIFF.
CODE	GORY	EXPEND	FUNDS	(COL.4-5)
	DESC.	ITURES		

- (2) Make inter-line item fund transfers within the same Category such that the amounts in the DIFF. column are all zero or positive values.
- (3) Add the amounts from the DIFF. column of the worksheet to column 4 (District Contribution) of the report.

3. Adjustments, Adjusted EOPS Budget, and Remaining Balance (Columns 5, 6, & 9)

- a. Subtract amounts on column 8 from column 4, by line item, and show the results in column 9. Use a minus sign to indicate negative amounts.
- b. For each Category, eliminate negative balances in column 9 by adjusting the EOPS Budget figures.
 - (1) Indicate the amounts added to or deducted from column 4 in column 5.
 - (2) Fill up column 6 by adding to or deducting from column 4 the amounts in column 5.
 - (3) Add up the three columns and write the totals in the designated boxes.
 - (4) The total in column 5 should be zero, column 6 should be the same as column 4, column 9 should be the same as the Remaining Balance figure from FS40-37.
- c. If, after b above, there still are figures in column 9 that have negative balances,
 - (1) Make inter-Category transfers.
 - (2) Reflect the amounts added to and deducted from the EOPS Budget in column 5, and adjust column 6 accordingly.
 - (3) Prepare the EOPS Funds Transfer form.

4. Box 13 (Back page of SFPE A-1)

- a. Fill up the EOPS Funds column with the amounts from column 8, page 1.
- b. Fill up the 'District Contribution' portion based on the amounts on column 7, page 1. Refer to the approved budget figures, column 3 on page 1, to determine which expenditure items are classified as Type I or Type II.

EDUCATION DATA CENTER

~~The Governing Board has established an enterprise fund to account for the operations of~~ The District's Education Data Center which provides administrative data processing services for the District, the County Superintendent of Schools and other community college and school districts on a fee basis. Revenue and expenses related to the Education Data Center shall be recorded in the Data Center Fund (Fund 59).

~~1. Effective July 1, 1981, the District entered into a continuing contract with the County Superintendent of Schools to provide data processing services for the County Office of Education and school districts.~~

~~2.1.~~ All Education Data Center revenues and expenditures are recorded in ~~an Education~~ the Data Center Fund.

~~3.2.~~ The excess of revenues over expenditures at year-end will be carried over in the following year in the ~~expenditure~~ budgetary account for ~~equipment replacement~~ reserves in the Data Center Fund. This account ~~is shall be~~ used to accumulate funds for future equipment and technology needs.

~~4.3.~~ Interest on funds on deposit in the County Treasury ~~is shall be~~ recorded as ~~Education~~ Data Center Fund revenue.

~~5. The Education Data Center Fund is reported to the State on the CCFS-311 as a separate fund.~~

**CONDUCTING BUSINESS IN THE
NAME OF THE DISTRICT**

In all instances where ~~college~~ District personnel are authorized to make purchases or have services performed, the transaction shall be made in the name of the Contra Costa Community College District, ~~not in the name of the college~~. Contracts are not to be entered into by the colleges. Only the District is authorized by law to enter into contracts because the District is the only recognized legal entity. Purchases made or contracts entered into which vary from this procedure will not be accepted as a District responsibility. Any purchase or contract entered into by an employee without the proper authorization will be viewed as a personal transaction and reimbursement from District funds will not be made.

~~In all above instances, the invoice must be prepared by the vendor, not college personnel.~~ Invoices for payment against a contract shall only be prepared by the vendor, not District personnel.

SPECIAL STUDENT OFF-SCHEDULE FINANCIAL AID CHECKS RUNS

1. A payment schedule for PELL, SEOG and EOPS grant payments has been established by the Financial Aid Officers throughout the semester. The schedule provides for four payments which vary from 4 to 9 weeks apart.
2. In some instances a student may miss a grant pay date due to a college error in processing. In these cases the student may request a special payment be made prior to the next scheduled pay date. The request shall be made to the Financial Aid Officer who shall forward the request to the College President with his/her recommendation.
3. If the College President determines the payment is necessary to avoid or alleviate a serious hardship, the Comptroller will be authorized by memorandum to generate a special payment.
4. The Financial Aid Officer will enter the necessary payment information.

Prior to each academic year, a payment schedule for federal and state grants and awards will be established by the District Accounting Office in consultation with the college Financial Aid Offices. This payment schedule will be compiled into a check run calendar that will be transmitted to all the Financial Aid Offices.

In some instances, a student may miss a grant pay date due to a college error in processing. In these cases, the student may request that a payment be made off-schedule. The request shall be made to the Financial Aid Director of the respective college who will then forward a written request to the Director of District Finance Services with his or her recommendation.

If the Director of District Finance Services determines that the payment is necessary to alleviate a serious hardship, the District Accounting Office will be authorized to generate a payment. Off-schedule payments may take up to five business days to process.

REPLACEMENT CHECK CERTIFICATE
Form 4cd-211
LOST, STOLEN AND STALE DATED CHECKS

Person Responsible	Action
Employee receiving request for replacement	1. Notifies Campus Business Office of request for replacement.
Location Business Office	2. Sends form 4cd-211 (see Exhibit A) to payee with instructions to complete and return.
	3. Notifies District Office of request.
District Office Chief Accountant or designee (County Warrants/Financial Aid Checks Only)	4. Places call to County Treasurer to issue a stop payment order. Prepares journal entry canceling warrant and resubmits request for replacement warrant upon receipt of completed form 4cd-211.
	5. Upon notification of request contacts bank and places stop payment on check. Informs campus business office of stop payment.
Location Business Office	6. Marks copy of check being canceled as stop payment/void and sends to District Accounting Department.
	7. Reissues check using same information as on original document. Releases check when completed form 4cd-211 is received.
Chief Accountant or designee	8. Processes as a void/cancel on weekly input.

In the event that a District-issued check is lost, stolen or stale dated before being redeemed, the payee may request a replacement check.

1. **Payroll Checks:** Requests to reissue a payroll check shall be directed to the Payroll Office at the employee's assigned location. The employee must complete an affidavit of lost/stolen check which will be submitted by the location Payroll Office to District Payroll Services for processing.
2. **Vendor Checks:** Requests to reissue a vendor payment shall be directed to the District Accounting Office. The District Accounting Office will place a stop payment on the check and will reissue according to bank policies.
3. **Student Payments:** Students requesting a replacement check for financial aid payments or student fee refunds must fill out the Student Replacement Check Certificate (SRCC). Colleges may access the electronic version of this form and detailed instructions on the District Accounting Office intranet or Insite Portal.

Contra Costa Community College District Contra Costa College
500 Court Street Los Medanos College
Martinez, CA 94553 Diablo Valley College

REPLACEMENT CHECK CERTIFICATE

- District Vendor Warrant
- District Payroll Warrant
- Revolving Cash Check
- Associated Students Check
- Student Organization Trust Check
- Trust Account Check
- Financial Aid Check
- Bookstore Check
- Cafeteria Check

I, _____ of the city of _____
County of _____, State of California, residing at
_____ declare:

That I am the owner and holder of that certain check dated
_____, Number _____, drawn by the Contra Costa
Community College District Fund as indicated above, in favor of
_____ payee thereof, in the
amount of \$ _____.

That said check was _____ before said was
paid to me. (Lost, Stolen, destroyed)

That I have received no benefit or value from the proceeds of
said check and no part thereof was applied to any use in my
behalf.

- I did not endorse the check
- I endorsed the check as follows _____

That the material facts relative thereto are as follows:

Further, I agree to immediately return to Contra Costa Community
College District the said check uncashed if it comes into my
possession.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FORGOING IS TRUE AND
CORRECT.

Signature Date

Signature of witness Date

DELETE

ACCOUNTS RECEIVABLE RECONCILIATION

An accounts receivable reconciliation is performed to ensure the accuracy of accounts receivable (A/R) balances reflected in the subsidiary ledger and the general ledger.

1. ~~Compare all~~ At the conclusion of a fiscal quarter and prior to preparation of the quarterly financial statements, District Office Accounting staff will compare the balances ~~on~~ in the A/R ~~monthly detail register~~ subsidiary ledger to the ~~monthly~~ general ledger A/R account balances.
2. ~~Identify any differences and discuss corrections to be made with the Comptroller.~~ Differences between the subsidiary and general ledgers will be identified and corrected as needed.
3. No entries should be routinely made directly to accounts receivable general ledger accounts. All adjustments ~~or other entries~~ should be made to the A/R ~~detail system~~ subsidiary ledger to keep it in balance with account receivable general ledger account totals.

DISPOSAL OF PERSONAL PROPERTY

The following procedure details the process for the disposal of personal property¹ for all District sites. All property belonging to the colleges or District Office may be offered to other District locations prior to disposal with outside means.

1. Governing Board authorization is to be obtained in advance of the sale for the following property:
 - a. Any item with an acquisition value in excess of \$10,000; or
 - b. Any item with an acquisition date within the current or past three fiscal years.
2. Property is to be sold after posting in at least three public places within the District, and with publication ~~once a week~~ for not less than two weeks, or publication at least once a week for a period of not less than two weeks in a District newspaper.
3. Property is to be sold to the highest responsible bidder.
4. ~~As an option to paragraph 2 the Director of Purchasing may utilize the County Purchasing Agent for the sale of property.~~
54. Property may be recommended for disposal for the following reasons:
 - a. It is no longer required for college purposes;
 - b. It is being replaced; or
 - c. It is unsatisfactory or not suitable for college use.
65. Property may be disposed of in the following ways:
 - a. Sale by competitive bid or public auction.
 - b. ~~Sale by the County Purchasing Agent.~~
 - eb. Sale by private sale by the Purchasing Office if the aggregate property value is \$2,500 or less or if the property was previously offered for sale by competitive bid and no qualified bid was received.
 - ec. Removal to the public dump on order of the Director of Purchasing if the aggregate property value does not exceed the approximate cost of arranging a sale. The asset number is to be obliterated from property prior to its removal to the dump.
 - ed. Trade-in to the vendor providing the replacement item.
 - fe. Broken up for parts to be retained in the department if the department head determines the value of the parts exceeds the probable sale or trade-in value. Certification of the disassembly is to be provided on form 4cd-51 which will be sent to the department head by the location business officer (see Business Procedure 10.11).
 - gf. Donated to a local charitable organization deemed appropriate by the Chancellor if the property is of insufficient value to defray the costs of arranging a sale.
6. District employees may not buy property declared to be surplus, unless it is offered by public auction.
7. Staff may dispense with posting/publication and sale to the highest bidder if:
 - a. the surplus property is exchanged with, sold, or donated to a school district, community

1 Definition: Personal Property is property owned by an individual or business which is not affixed to or associated with the land. Personal property includes equipment, office furniture, cars/trucks purchased and used by the District, and all other items that are not permanently affixed to the land.

- college district, or other public entity;
- b. the proceeds from sale or lease are expended for capital outlay purposes related to qualified community college facilities and the District complies with specified conditions; or
 - c. the proceeds from sale or lease are expended for capital outlay purposes related to qualified community college facilities and the District complies with specified conditions.
78. Property sale receipts are to be deposited to the fund from which the original expenditure for purchase of the property was made. Revenue received from the sale of surplus equipment originally purchased within a five year period from State instructional equipment funds will be returned to the State Instructional Equipment Fund. Receipts for property not replaced will be to an income account. Receipts for property which is replaced will be to the expense account to which the replacement is charged if the sale is made in the same fiscal year as the receipt of the replacement. If not, the receipts will be deposited to an income account. Revenue received for the sale of surplus equipment is made available to the appropriate location for expenditure.
89. A bill of sale will be provided by the Director of Purchasing for all property sold.

The following text represents Business Procedure 10.03, which has been moved to Business Procedure 10.01 and revised.

~~Procedure to Dispose of College Property other than equipment~~

410. The Owner of the property completes form 4cd-238, Disposition of College Property Other than Equipment, form 4cd-238, listing each item to be surplus (use multiple forms if items to be surplus exceed 8) and then forwards original copy to the Director of Purchasing (see Exhibit A).
211. The Purchasing Department processes the original copy of form 4cd-238 as follows:
- Notifies all other locations of availability of material by sending a copy of form 4cd-238 to the Business Services Office., Entering the date of the notification on the appropriate line on form 4cd-238 and filing it in a "Surplus Pending" file.;
 - For material to be transferred, notifies both location receiving clerks of the transfer to arrange shipping.;
 - If no transfer request has been received within fifteen days of notification of availability, prepares to dispose of or sell property in accordance with Business Procedure 10.01.; and
 - If property is to be sold, notifies Location Receiving Clerk.
312. The Purchasing Department will remove the white copy of 4cd-238 from "Surplus Pending" file District property from the Fixed Asset Module when the material payment for the property is paid for has been received. The Purchasing Department will enter receipt number and date on form 4cd-238 and file it in a "Material Surplus" file for year-end closing. If property to be destroyed or disassembled, Purchasing to complete form 4cd-51 and distribute as necessary. See Business Procedure 10.11.

Contra Costa Community College District

DISPOSITION, TRANSFER OR TRADE-IN OF COLLEGE EQUIPMENT

It is requested that the equipment inventory records for the listed equipment be adjusted as follows (check only one reason)

- Returned to vendor (Attach to yellow copy of approved form 4cd-149). Originator forwards all copies to: Location Inventory Clerk
- Trade-in -- list P.O. number and vendor
Originator forwards copies to: Director of Business Services, Location Inventory Clerk
- Lost or stolen (attach copy of theft report form 4cd-136). Originator forwards copies to: Location Inventory Clerk
- Sale in lieu of trade-in -- list P.O. number and vendor of replacement
Originator forwards copies to: Location Inventory Clerk
- To be sold as surplus (no replacement). Originator forwards copies to: Location Inventory Clerk
- Intra-location transfers to (location)
Originator forwards copies to: Equipment Inventory Clerk; Used as shipping copy
- To be destroyed or broken up for parts
Comment _____
Originator forwards copies to: Director of Business Services Division/Department Head
- Intra-location transfers to (location)
Originator forwards copies to: Receiving Location Receiving Clerk; Transferring Location Receiving Clerk
- Combined as Part of Asset No. _____
Originator forwards copies to: Location Inventory Clerk
- Canceled or Invalid
Originator forwards copies to: Location Inventory Clerk

Asset No.	Description	For Surplus Items Only	
		Building	Room

Location _____
 Approved by _____

Submitted by _____
 Date _____
 Print Name

For District Purchasing Office Use

For Surplus Items:

Notice of availability to all other locations _____
 Board authorization to sell _____
 Invoice/receipt number and date _____

For Sales in Lieu of Trade-In:

Board authorization to sell _____
 Invoice/receipt number and date _____
 Abate revenue to expense ASN _____

THIS PROCEDURE WAS DELETED AND MERGED WITH BUSINESS PROCEDURE 10.01

PROCEDURE TO DISPOSE OF COLLEGE PROPERTY OTHER THAN EQUIPMENT

1. ~~Owner of property completes Disposition of College Property Other than Equipment, form 4cd-238, listing each item to be surplus (use multiple forms if items to be surplus exceed 8) and forwards original copy to Director of Purchasing (see Exhibit A).~~

2. ~~Purchasing processes original copy of form 4cd-238 as follows:~~
 - ~~Notifies all other locations of availability of material by sending a copy of form 4cd-238 to the Business Services Office. Enters the date of the notification on the appropriate line on form 4cd-238 and files it in a "Surplus Pending" file.~~

 - ~~For material to be transferred, notifies both location receiving clerks of the transfer to arrange shipping.~~

 - ~~If no transfer request has been received within fifteen days of notification of availability, prepares to dispose of or sell property in accordance with Business Procedure 10.01.~~

 - ~~If property is to be sold, notifies Location Receiving Clerk.~~

3. ~~The Purchasing Department will remove the white copy of 4cd-238 from "Surplus Pending" file when material is paid for. The Purchasing Department will enter receipt number and date on form 4cd-238 and file it in a "Material Surplus" file for year end closing. If property to be destroyed or disassembled, Purchasing to complete form 4cd-51 and distribute as necessary. See Business Procedure 10.11.~~

Contra Costa Community College District

**DISPOSITION, TRANSFER OR
TRADE-IN OF COLLEGE EQUIPMENT**

It is requested that the equipment inventory records for the listed equipment be adjusted as follows (check only one reason)

- | | |
|---|---|
| <input type="checkbox"/> Returned to vendor (Attach to yellow copy of approved form 4cd-149). Originator forwards all copies to: Location Inventory Clerk | <input type="checkbox"/> Trade-in — list P.O. number and vendor
<hr/> Originator forwards copies to: Director of Business Services, Location Inventory Clerk |
| <input type="checkbox"/> Lost or stolen (attach copy of theft report form 4cd-136). Originator forwards copies to: Location Inventory Clerk | <input type="checkbox"/> Sale in lieu of trade-in — list P.O. number and vendor of replacement
<hr/> Originator forwards copies to: Location Inventory Clerk |
| <input type="checkbox"/> To be sold as surplus (no replacement). Originator forwards copies to: Location Inventory Clerk | <input type="checkbox"/> Intra-location transfers to (location)
<hr/> Originator forwards copies to: Equipment Inventory Clerk; Used as shipping copy |
| <input type="checkbox"/> To be destroyed or broken up for parts
Comment _____
<hr/> Originator forwards copies to: Director of Business Services Division/Department Head | <input type="checkbox"/> Intra-location transfers to (location)
<hr/> Originator forwards copies to: Receiving Location Receiving Clerk; Transferring Location Receiving Clerk |
| <input type="checkbox"/> Combined as Part of Asset No. _____
<hr/> Originator forwards copies to: Location Inventory Clerk | <input type="checkbox"/> Canceled or Invalid
Originator forwards copies to: Location Inventory Clerk |

Asset No.	Description	For Surplus Items Only	
		Building	Room

Location _____

Approved by _____ Date _____

For District Purchasing Office Use

For Surplus Items:

Notice of availability to all other locations _____
 Board authorization to sell _____
 Invoice/receipt number and date _____

For Sales in Lieu of Trade-In:

Board authorization to sell _____
 Invoice/receipt number and date _____
 Abate revenue to expense ASN _____

REVENUE FOR SURPLUS PROPERTY

The following procedure details the process for handling surplus property and associated revenues from sales within the District and college campus locations.

1. Surplus material will be made available to other locations in the District by the Director of Purchasing after it has been declared surplus by the originating location.
2. The notice of available surplus material (copies of form 4cd-238) will be distributed to the Business Services Office of all ~~other~~ District locations.
3. The notice will include the charge to be made for the surplus property if other locations wish to acquire the property. The charge will be the same as the minimum bid amount which would be established if sold by bid (the estimated depreciated value).
4. The property will be transferred on a "first-come, first-served" basis.
5. A budget transfer will be made by the ~~Comptroller~~ Business Office from the requesting location (appropriate activity) to a ~~the~~ contingency account ~~of the President~~ of the originating location if property is transferred.
6. If the transferred property is equipment being sold in lieu of trade-in, **note that the changes must be made in the same fiscal year as payment for the new item** and the following steps must be taken to adjust the accounting records:
 - a. ~~J~~Journal entry the cost of the item acquired from the equipment replacement GL to the capital outlay equipment GL;
 - b. ~~T~~Transfer the budget amount to match the journal entry; **and**
 - c. ~~C~~orrect the accounting office copy of the purchase order to reflect the change in coding and disposition; ~~F~~ile a copy of the journal entry with the purchase order.
 - d. ~~The changes must be made in the same fiscal year as payment for the new item.~~
7. If no request for in-District transfer is received within fifteen days, the Director of Purchasing will proceed with the sale of the property.
8. Revenue received from the sale will be added by the ~~Comptroller~~ Business Office to ~~the~~ a contingency account ~~of the President~~ of the originating location if the equipment was originally acquired from operating funds. If the equipment was originally purchased within a five-year period with ~~S~~state instructional equipment funds, the revenue will be added to the ~~S~~state Instructional Equipment Fund host account of the originating location. ~~The working budget adjustment, form 4cd-17, will be used.~~

The following text represents Business Procedure 22.20, which has been moved to Business Procedure 10.04 and revised.

Equipment/Non-Equipment Surplus Procedures

49. All locations will be notified of available surplus items in accordance with Business Procedure 10.11. All requests for equipment by organizational units shall be processed through the Director of Business Services. Awards will be made on a first-come, first-served basis. Requests must be in writing to the Director of Purchasing.
210. Items will be available in ~~the~~ District for a period of **thirty five** business days. The ~~Comptroller-college~~ **Business Office** will prepare budget transfers for awards.
311. The Director of Purchasing will sell or dispose of items not retained in the District in accordance with Business Procedure 10.01.

The following applies to sale by competitive bid:

- a. Each item of equipment should be identified by item number according to the Surplus Bidders listing for ease of inspection.
- b. After all equipment has been prepared for the Bidders List, a legal and classified advertisement is to be placed in a newspaper which covers the geographic area that the District encompasses. The classified advertisement **is to be** run twice in two weeks prior to closing of bid.
412. Items not sold by competitive bid may be ~~sent sold~~ by the Director of Purchasing ~~to Napa for sale~~ by auction.
513. Equipment is to be removed from the inventory after it has been sold.
614. **Following are Special instructions for vehicles to be sold follows:**
- a. Each vehicle should have the following papers prepared and/or checked:
- ~~P~~pink slip;
 - odometer reading;
 - ~~Registration slip (or application for duplicate)~~
 - Smog certificate (30 days);• EGR for models 66-70 (add on smog control);
 - ~~P~~late receipt (plate removal from vehicle and surrendered to DMV); and
 - ~~S~~scales ticket for trucks.
- b. Each vehicle needs the following information checked:
- ~~M~~ileage;
 - ~~E~~quipment that is on car (air conditioning, etc.);
 - ~~G~~eneral condition (exterior, interior);
 - ~~T~~ires; and
 - ~~W~~orking condition.
 - ~~Check with DMV for any additional laws or requirements since last Surplus Bid was conducted.~~
15. Any money received by the District from the sale of personal property shall be placed to the credit from the fund from which the original purchase was made. (Education Code Section 81453)

TYPES OF PURCHASES

The following "types of purchases" represent the typical purchases that can be procured during the fiscal year. See Business Procedure 11.01 for the overview of formal, informal and purchasing bidding requirements.

Supplies and Services

Supply items, small equipment, services for repair and/or maintenance are the most common type of purchases the District makes. Such purchases range from individualized items purchased on an as-needed basis to large consolidated one-time purchases.

Blanket Purchase Order

Blanket Purchase Orders are established for annual periods for commonly used items or repetitive orders. One way to avoid emergency purchase situations and expedite rapid delivery of goods is to request a Blanket Purchase Order. A Blanket Purchase Order authorizes purchases of specific goods or services from specific vendors, up to a specific dollar amount, and over a defined time frame (typically one fiscal year). Blanket Purchase Orders permit immediate purchase and delivery of goods and services when needs cannot easily be anticipated. Capital equipment (fixed assets) cannot be purchased under a Blanket Purchase Order. See Business Procedure 11.10 for additional information on Blanket Purchase Orders.

Computer Equipment

Computer equipment purchasing is handled in the same manner as any equipment purchase. Standards for computer equipment have been established to maintain levels of quality, functionality, and serviceability throughout the District.

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services. Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self contained closed products, such as copiers and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the Contra Costa Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

Emergency Purchases

Emergency purchases, like regular Purchase Requisitions, can only be approved by authorized personnel. If the need for an emergency purchase arises, the authorized representative must contact District Office Purchasing Department to make the necessary arrangements. Emergencies can only be construed as those which arise due to circumstances external to, or beyond the control of, the staff members. Those situations which arise from failure to plan adequately will not be considered emergencies.

The repair of a defective or unsafe condition costing in excess of the stated maximum for a confirming requisition is authorized for correction in the case of extreme urgency. In such cases, the ~~Vice Chancellor, Finance and Administration~~ Chief Administrative Services Officer, or ~~Vice Chancellor, Facilities and Operations~~ Chief Facilities Planner, as appropriate, shall call the Purchasing Department concerning the emergency repairs, and immediate purchase orders will be issued. If the emergency occurs after normal business hours, the ~~Vice Chancellor, Finance and Administration~~ Chief Administrative Services Officer or ~~Vice Chancellor, Facilities and Operations~~ Chief Facilities Planner, as appropriate, shall have the work completed and submit a Purchase Requisition to the Purchasing Department the following day with an explanation of the situation requiring immediate correction. Formal bid procedures are applicable to emergency work to be done if the cost is over \$15,000, unless prior approval of the County Superintendent of Schools is obtained, Public Contract Code (PCC) 20654.

Per PCC 22050, on November 29, 2010, the Governing Board approved Board Report No. 29-E, Resolution to Delegate Authority to Take Emergency Action. The approved resolution allows for the Chancellor, or designee, in the case of an emergency, to take immediate action required to procure the necessary equipment, services and supplies as needed without giving notice for bids.

"Emergency," as defined in Public Contract Code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Equipment Purchases - Fixed Assets

All equipment items with a value greater than \$15,000.00 are capitalized. Equipment is defined as tangible property which can be used for a year or more without material change in form or appreciable deterioration of physical condition. The District maintains a historical inventory which contains description, brand, model, serial number, original cost, date of purchase, location and asset number on all capital equipment. A fixed asset tag is generated and affixed to each piece of equipment. The label contains a barcode which is used for tracking the item. Occasionally an item will cost more than \$15,000.00, but it is not feasible to label the item. In this instance, a label is not generated, but an inventory record is created. One example of this situation would be an internal computer drive.

Lease Purchase

Lease purchase of goods or services are handled by the Purchasing Department. The bidding requirements are the same for lease purchase or equipment/services as they are for regular purchases. Once the selection of equipment/service has been completed the Purchasing Department will be responsible for establishing the financing vendor and acquiring Board approval.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the District following the sale. The Governing Board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

Sole Source

It may be necessary to procure equipment, supplies or services from a sole vendor source. This means that there is only one source of supply for your purchase requirement. This should be the exception rather than the normal rule. Examples of sole source procurement are:

- Items which must be compatible with existing equipment or systems and are available only from the original manufacturer;
- An item that has specific features essential for the completion of the task or projects at hand that is available from only one source of supply; or
- Items deemed college or District standards for integrated mechanical and structural systems, which provide cost efficiencies relative to continuity of maintenance or staff training.

Justification will include features requested which are essential for the intended use that other manufacturers of like products do not have. Exterior size will only be used, space available is critical.

Preference for one vendor, product or service following any market studies, quotation, acquisition or demonstration/testing by a department does not constitute a sole source. These preferences must be determined through a competitive RFQ/RFP process issued by the Purchasing Department.

Submission of sole source justification, brand name and other essential data, even though accepted by Purchasing, does not negate the requirement to obtain pricing confirmation from the specified vendor which may be in the form of a written bid.

Information as to why the item is needed pertains to budget justification and is not acceptable for a sole source determination. Remember that if your the requirement is available from more than one source, it is not considered a sole source.

LIBRARY PURCHASING

This procedure relative to the purchase of educational material for the library of the college is designed to make the material as readily available as possible consistent with state law and Board policy. Library operations are decisions generally made by the library staff in regards to the purchase of materials. All library books for all areas shall be ordered by the librarian and charged to the library budget. The only exceptions would be course outlines, workbooks, paper-backs, etc., which would be charged directly to the instructional budget and not ordered through the library.

BOOKS

Book purchases will be divided into three (3) groups; ~~b~~Blanket ~~p~~Purchase ~~e~~Orders; prepaid book orders; all other book orders. Procedures and limitations for each group are as follows:

A. Blanket Purchase Orders for Books

1. Blanket ~~p~~Purchase ~~e~~Orders shall be issued only to vendors from whom each library expects to order books in the amount of \$1,000 or more during the fiscal year.
2. In April of each year, the librarian of each college shall prepare one ~~p~~P purchase ~~r~~Requisition for each vendor with whom he/she intends to place a continuing book order for the following fiscal year. These requisitions shall be entered into the ~~Data~~ Enterprise Resource Planning ~~S~~system (ERP) by May 1.
3. The ~~p~~P purchase ~~r~~Requisition shall list the vendor and the estimated total amount to be purchased from that vendor during the school year. List estimated average discount to be received, if known.
4. The librarian may order books after July 1 each year from the vendors to whom the ~~b~~Blanket ~~p~~Purchase ~~e~~Orders have been issued.
5. For each book to be purchased (except prepaid) an electronic book order slip shall be prepared. The electronic book order slip shall show the ~~p~~Purchase ~~e~~Order number of the ~~b~~Blanket ~~p~~Purchase ~~e~~Order number.
6. One copy of each electronic book order slip shall be maintained by each the technical services librarian in a permanent file according to vendor and ~~p~~Purchase ~~e~~Order number. Each file shall be kept until the second July 1 following the fiscal year in which the books were ordered. The files may then be destroyed. The files are necessary to provide auditable records and to answer any questions that may be raised by the Governing Board.
- ~~7. A copy of the book order slips shall be accumulated and sent with a covering library book sub-order to the vendor at the discretion of the librarian.~~
- ~~8. The original of the library book sub-order shall be sent to the vendor, the yellow copy to the Accounting Department, and the pink copy retained by the librarian.~~
97. The invoices, in duplicate for sub-orders, shall be sent by the vendor to the librarian issuing the sub-order. He/she shall verify the quantity and prices are correct, sign and date the invoices, and forward them to the District Accounting Department for processing.

408. At any time during the year, the librarian may write new bBlanket pPurchase eOrders within the total of the budget. If the total of bBlanket pPurchase eOrder to a specific vendor will not be expended, the librarian may submit a change order request in writing to the Purchasing Department to cancel part of the order or request that the balance of the order be canceled.

B. Pre-paid Book Orders

1. If an order requires prepayment, all titles should be listed on the pPurchase rRequisition. Do not submit book order slips.
2. A purchase order shall be prepared and sent together with a warrant to the vendor. The green copy shall be sent to the Purchasing Department after receipt of the book.

C. Vouchers for Books (see Business Procedure 11.15)

1. This covers purchases from vendors where the dollar volume to be purchased does not warrant the issuing of a bBlanket pPurchase eOrder.
2. If a bBlanket pPurchase eOrder is not to be issued, the librarian may order books using library book sub-orders. Each library book sub-order shall not exceed \$1,000.
3. The librarian shall prepare book order slips and library book sub-orders as outlined in A5, and 6, 7 and 8.
4. ~~The librarian shall send the book order slips together with a covering library book sub-order to the vendor.~~
54. When invoice(s) are received they should be retained until all items on the sub-order have been received or canceled.
65. A voucher shall then be prepared in the ~~Datate~~ Enterprise Resource Planning (ERP) Ssystem and submitted to the District Accounting Department in total amount of the books received on the sub-order. A signed invoice shall be attached to the voucher.

D. General Procedures

1. Requisitions for new library books for each college shall not exceed the budget amount.
2. Processing of receiving information and receiving will be as follows:
 - a. pPurchase eOrders for books shall include instructions to the effect that invoices in duplicate shall be sent directly to the library and that a packing slip will be included with all shipments.
 - b. Upon receipt of the books from vendor, the corresponding invoices will be verified as to quantity and price. The duplicate invoice shall be signed and dated by the librarian and sent to the District Accounting Department.
 - c. The librarian will be responsible for all correspondence concerning library book orders including incorrect prices, incorrect titles, non-delivery, out-of print books, and cancellations of overdue orders.

- d. It shall be the responsibility of the librarian to complete the delivery on as many ~~p~~Purchase ~~e~~Orders as possible prior to June 15 of each year.
3. All library books are to be charged to instruction except in a case of a major expansion of the library.
4. All books ordered for any area will be charged to the library book budget unless instructions to the contrary are indicated in the description column of the requisition. The books shall be processed and catalogued by the librarian. These instructions should include the instructor's name and the area to which the order should be charged.

MAGAZINE SUBSCRIPTIONS

- A. Agency subscriptions, new or renewals, are to be completed in the same manner as vouchers.
- B. Payment will be made to the vendor when the invoice is received and it shall be the responsibility of the librarian to secure either delivery or refund for all items.
- C. Subscriptions requisitions exceeding \$1,000.00 shall be prepared by requisition. Payment shall be made after receipt unless the publisher requires pre-pay, which should be indicated on the requisition by the librarian.
- D. If it is necessary to order back issues of magazines, these should be purchased either through a dealer if the quantity is sufficient to justify an order, or by cash if it is necessary to order single issues directly from the publisher. The Student Bookstores are not to be used for the purchase of magazines from publishers.

An order to a dealer should be processed by listing the issues required on a requisition for submission as outlined in item B in the section on buying books. If it is necessary to purchase using cash, the librarian should purchase the necessary issues and request reimbursement from the ~~C~~college Petty Cash Fund. An invoice listing the magazines and issues purchased should be submitted to support this reimbursement.

DELETE THIS PROCEDURE

PURCHASING PRINTED MATERIALS

~~Requisitions for commercial printing exceeding \$1,000 shall be submitted to the Purchasing Department. The writing of specifications to accompany each commercially printed job is the responsibility of the college representative designated by the President. The specifications shall describe every aspect of the job, including copy-to-printer and delivery to college dates. Samples shall be included as appropriate.~~

~~Following the issuance of purchase orders, only the college representative designated by the President shall maintain liaison with vendors, and the representative will be responsible for adherence to specifications and delivery deadlines. Changes in specifications, other than those of a minor or immediate nature, must have the prior approval of the District Purchasing Office.~~

~~A voucher should be issued to cover small jobs or emergency needs under \$1,000. Requests for payments for printing exceeding \$1,000 not covered by a purchase order written in advance of the completion of the printing job shall not be honored. (See Business Procedure 11.15)~~

ACQUIRING FEDERAL AND STATE SURPLUS

Supplies and equipment declared surplus by the federal government are distributed to eligible agencies in the State of California by the State Educational Agency for Surplus Property, which maintains warehouses in Sacramento and Los Angeles. The property is made available on the basis of a service and handling charge, which is currently 15% of the estimated fair value of the surplus material. Acquisition of federal and state surplus does not require estimates or advertisement for bids (Education Code 81653).

~~Any staff member may request authorization through the college to visit the Surplus Warehouse.~~ Any staff desiring to visit the surplus warehouse must request authorization from the college Business Office. Following such authorization, the staff member should contact the Purchasing Department for additional instructions. All surplus selections made by a staff member shall be confirmed on a purchase requisition approved by the President and forwarded to the Purchasing Department. The Purchasing Department will make arrangements for delivery. Staff members will not be authorized to pick up material at the time of visit to the warehouse.

DELETE THIS PROCEDURE

SPECIAL PURCHASING

1. Postage

Postage will be purchased by a prepaid purchase order since payment is required at the time of purchase.

To obtain a postage warrant, submit a purchase requisition. Warrants are printed each Tuesday and Thursday.

Separate requisitions should be submitted for:

- a. Metered mail;
- b. Deposit on return envelopes;
- c. Bulk mail postage;
- d. Postcards; and
- e. Postage due.

2. Memberships

Memberships up to \$1000 may be processed in accordance with Business Procedure 11.15. Memberships over \$1000 will be purchased by submission of a purchase requisition and accompanying invoice. The white copy of the purchase order will be mailed with the warrant to obtain the membership.

3. Officials' Association

Board Policy 2025 authorizes the College President to employ athletic officials without prior Board approval. Obtaining the service of an official through an association, therefore, is authorized. Submit a purchase requisition in advance of the season on a not-to-exceed basis. An alternate is to recommend payment for service after rendered in accordance with Business Procedure 11.15.

4. United Parcel Service

United Parcel Service metered accounts will be purchased by a prepaid purchase order. Submit a purchase requisition.

5. Emergency Repairs of Facilities or Equipment

If emergency repairs of facilities or equipment exceed the amount authorized for a voucher, submit a purchase requisition on the following basis.

Emergency repairs fall within the category of "emergency purchasing" under Business Procedure 11.02 with the exception that if the required service is urgent, the Director of Business Services or the Vice Chancellor, Facilities and Operations should call the Purchasing Department with the information concerning the emergency and what is needed. Immediate purchase orders will be issued by the Purchasing Department, and the requisitions should be submitted on-line the same day.

~~If the emergency occurs after working hours, the Director of Business Services or the Vice Chancellor, Facilities and Operations may have the work completed and submit a requisition to the Purchasing Department the following working day with the necessary explanation.~~

RETURN OR REPLACEMENT OF EQUIPMENT

For various reasons, equipment received must be exchanged, returned for credit, traded, or sold. The following guidelines are to be used for the return or replacement of equipment.

Return of Equipment for Exchange or Credit

1. If equipment with a unit cost over ~~\$1000~~ \$5,000 is approved for return to the vendor on form 4cd-149 and an asset number has been assigned, the requisitioner completes form 4cd-238 (Disposition, Transfer or Trade-in of College Equipment).

Requisitioner will forward white copy of form 4cd-238, signed yellow and pink copies of form 4cd-149 and white copy of form 4cd-160 with item to be returned to the Location Receiving Clerk.

2. Receiving Clerk receives item with forms 4cd-268 238, 4cd-149 and 4cd-160 notifying that shipment is to be made. Receiving Clerk will prepare shipment enclosing yellow a copy of form 4cd-149 238 in the package and retaining pink a copy of 4cd-149 238 in Receiving Department.

Receiving Clerk forwards white a copies of forms 4cd-238 and 4cd-160 to Purchasing after shipment to the vendor has been made.

3. Purchasing will update the ~~Datatel~~ Enterprise Resource Planning (ERP) System Fixed Asset Module to change the status and disposition.

If equipment is returned for credit, processing is complete at this point and white a copy of forms 4cd-238 and 4cd-160 are is sent to the District Purchasing Department.

If equipment is approved for exchange, Purchasing will create a record in the ~~Datatel~~ ERP Fixed Asset ~~m~~Module.

4. Receiving Clerk affixes asset number to the equipment when received and updates ~~Datatel~~ ERP System.

Trade-In of Equipment or Sale of Equipment In Lieu of Trade-In

1. Purchasing will indicate on the ~~p~~Purchase ~~e~~Order the equipment item to be traded-in or sold in lieu of trade-in (description, model number and asset number of item being replaced), and specifies whether the item is to be traded-in or sold.

2. Requisitioner will complete form 4cd-238 (Disposition, Transfer or Trade-in of College Equipment) when replacement equipment is received. Requisitioner will forward a photocopy to the Location Receiving Clerk and forward the white a copy to the person responsible for the location equipment inventory.

3. Receiving Clerk obtains item from the requisitioner at the time of delivery of the new equipment, if not already in the receiving area. Receiving Clerk transfers item to the vendor if a trade-in.

If a sale in lieu of trade-in, Receiving Clerk retains item in the receiving area, while Purchasing processes equipment in accordance with procedure for sale of surplus equipment.

DELETE THIS PROCEDURE

STORES

~~The District no longer operates a central warehouse for the ordering of office supplies, paper, janitorial and other products. These items are now available through "just in time" contracts maintained by the District Purchasing Office. Contact the Purchasing Office staff for current contractor information and ordering process.~~

~~Districtwide Forms~~

~~Districtwide Forms are available through the District Warehouse. A catalog of District Forms will be printed annually and updated on an as needed basis.~~

~~Requesting Forms from the District Warehouse~~

~~The College President, will designate staff members who are authorized to submit forms requests. The request should be made on the Forms Order Sheet (Exhibit A) and faxed to the District Warehouse Storekeeper. Shipments are to be completed and delivered within 48 hours to the requestor's location receiving clerk. A copy of each request is sent as a packing slip with each delivery.~~



CONTRA COSTA COMMUNITY COLLEGE DISTRICT
Forms Order Sheet

Request By:		Dept./Location (Campus or District)		Date Ordered
Authorized Signature:		Phone Number (Include Extension)		Date Required
Qty	Unit	Form #	Description	
	PKG	7008	District Office Work Order	
	PKG	7027	Expense Claim	
	PKG	7050	Request for Refund of Fees	
	PKG	7128	Classified Regular Employee Time Card	
	PKG	7168	Request for Budget Transfer	
	PKG	7170	Request for Leave	
	PKG	7318	Buildings and Grounds Work Request	
	PKG	7346	Professional-Expert/Recreation Program Time Card	
	PKG	7372	Student Employee Time Card	
	PKG	7373	Student Employee Time Card Instructions	

Additional Forms from District Catalog

Qty	Unit	Form #	Description
	PKG		
	PKG		
	PKG		
	PKG		
	PKG		

Fax or Inter-District Mail Completed Forms to: Diablo Valley College Warehouse
Attention: Storekeeper
Fax (925) 691-9564

**THIS PROCEDURE WAS DELETED AND MOVED TO
BUSINESS PROCEDURE 10.04
EQUIPMENT/NON-EQUIPMENT SURPLUS PROCEDURES**

1. All locations will be notified of available surplus items in accordance with Business Procedure 10.11. All requests for equipment by organizational units shall be processed through the Director of Business Services. Awards will be made on a first-come, first-served basis. Requests must be in writing to the Director of Purchasing.

2. Items will be available in-district for a period of thirty days. The Comptroller will prepare budget transfers for awards.

3. The Director of Purchasing will sell or dispose of items not retained in the District in accordance with Business Procedure 10.01.

The following applies to sale by competitive bid:

a. Each item of equipment should be identified by item number according to the Surplus Bidders listing for ease of inspection.

b. After all equipment has been prepared for the Bidders List, a legal and classified advertisement is to be placed in a newspaper which covers the geographic area that the District encompasses. The classified advertisement to run twice in two weeks prior to closing of bid.

4. Items not sold by competitive bid may be sent by the Director of Purchasing to Napa for sale by auction.

5. Equipment is to be removed from the inventory after it has been sold.

6. Special instructions for vehicles to be sold follows:

a. Each vehicle should have the following papers prepared and/or checked:

- ! Pink slip
- ! Registration slip (or application for duplicate)
- ! Smog certificate (30 days)
- ! EGR for models 66-70 (add on smog control)
- ! Plate receipt
- ! Scales ticket for trucks

b. Each vehicle needs the following information checked:

- ! Mileage
- ! Equipment that is on car (air conditioning, etc.)
- ! General condition (exterior, interior)
- ! Tires
- ! Working condition
- ! Check with DMV for any additional laws or requirements since last Surplus Bid was conducted.