

PURCHASING

District purchasing policies are set by the Governing Board and the Chancellor and are based on the legal codes of the State of California and in accordance with Governing Board Policy 5013.

The District is firmly committed to a program of competitive bidding whenever possible to assure the best dollar value and full protection of public funds (Public Contract Code 20651). Purchases are to be of a quality consistent with the intended use of and not necessarily for the lowest price obtainable. Maintenance costs, replacement costs, and trade-in value shall be considered in determining the most economical purchase price.

Authority to Purchase/Contract

The Chancellor is authorized to delegate another Assistant Secretary the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. All purchases shall be in accordance with appropriate administrative procedures, not to exceed the amount specified in Public Contract Code Section 20651.

The District Accounting Office is authorized to pay for such services and materials upon receipt of invoices, and retroactive approval of payments shall be recommended to the Board at its next regular meeting.

Purchases for all District operations and functions are to be coordinated through the District Purchasing Department.

Liability for Unauthorized or Non-funded Purchases

The Governing Board recognizes no obligation incurred by any staff member when it is incurred contrary to this policy and the regular adopted administrative procedures of this District (Education Code 81644, 81655, 81656).

Any purchase which varies from defined procedures or for which there are no budgeted funds will not be accepted as a District responsibility. Should an employee make an unauthorized purchase or one for which there are no funds available in the college budget, it will be viewed as a personal transaction and reimbursement from District funds will not be made.

Purchasing Exception Notice

Violation of the District's business procedures for purchasing will be submitted to the Governing Board monthly.

If the violation involves an unauthorized purchase, arrangements may need to be made with the District Purchasing Department for the employee to reimburse the District.

Conflict of Interest

No purchase of lease of goods or contract for services shall be made from any employee or near relative of an employee unless there has been a specific determination by the Chief Administrative Services Officer that the goods or services are not available from any other source.

Near relative is defined as spouse, child, parent, brother, sister, son-in-law, daughter-in-law, sister-in-law, and step relatives in the same relationship.

Public Contract Code 20651
Education Code 81656