



REQUIREMENTS:

- Requesters cannot place orders prior to a Purchase Order (PO) being issued by the Purchasing and Contract Services Department (PACS). See: <https://www.avc.edu/administration/busserv/noauthorization>
- Quotes must be obtained by the Requester. PACS may assist if there is adequate lead time (2 weeks recommended). See: <https://www.avc.edu/administration/busserv/quotes>
- For purchases \geq \$92,600, contact PACS to schedule a meeting to coordinate formal bid request. Note: Formal bids may take ~8-12 weeks.
- Timeline from Requisition > Approvals > Purchase Order = ~2-3 weeks, with receipt of **completed** supporting documentation via OnBase. If you have an urgent matter, please contact your assigned Buyer.

ADDITIONAL APPROVALS:

- For contracted services, Board approval is required prior to the PO being issued to the vendor. Requester should submit Board approval via the Board PO Report (if under \$25K) or a Board Communication (ex., 5100). Contact assigned buyer for assistance. See Board deadlines: <https://www.avc.edu/administration/busserv/purchasingboarddeadlines>
- If the purchase is for a resource that impacts another area (ex. ITS, F&M, Public Relations, Auxiliary Services, etc.) please obtain the Director of that area's approval via written-email approval.
- If the request is for categorical, restricted or grant-funded program, the appropriate program manager must also approve the request.

LEGAL AUTHORITY (including but not limited to):

- PCC §20651, et. seq., Gov. §53060, ECC §81656
- Per PCC §20657 - It shall be unlawful to split or separate into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding.
- See BP/APs 6330, 6340, AP6370 & 6345

¹District Buyers will review quotes to ensure fair and competitive pricing. If quotes are not considered reasonable, Buyers may request additional information from Requester.

²Bid threshold as of 1/1/2019 - subject to annual adjustment by the CCC Chancellor's Office.