

## BP 6330 Purchasing

Reference:

***Education Code Section 81656; Public Contracts Code Section 20650***

The Superintendent/President 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.

All such transactions shall be reviewed by the Board every 30 days.

All purchase orders shall be approved or ratified by the Board and recorded in the official Board minutes. Purchases which meet one or more of the following criteria may be submitted for ratification.

- a. Items which, in the judgment of the Vice President Business Services, are required for immediate use in the instructional program or for the immediate repair of buildings or equipment.
- b. Items on a standard list for which bids/quotations have been secured and approved by the Board.
- c. Equipment items which have prior approval of the Board.
- d. Expenditures from the Revolving Cash Fund.
- e. Purchase orders of \$25,000 or less

**See Administrative Procedures # 6330**

**Adopted: 5/8/06**

**Revised: 11/13/06**

## AP 6330 Purchasing

Purchasing procedures are outlined in the *Office of Business Procedures Manual* which can be obtained in the Office of Business Services.

**5/8/06**