

Purchasing

Reference: Education Code Section 81656; Public Contracts Code Section 20650 et seq.

The Chief Business Officer is delegated responsibility from the Superintendent/President to procure materials and services necessary to carry out the educational program in accordance with the following guidelines:

1. The maximum value for each dollar expended shall be obtained, serving the best interests of the District in all transactions.
2. All applicable provisions of state and federal laws governing school district purchases shall be adhered to.
3. Purchasing, whenever applicable, shall be accomplished after competitive bidding with award to the lowest responsible bidder meeting those specifications that are descriptive of materials or services desired and that are sufficiently broad to promote competitive bidding.
4. All bidders, including minority suppliers, shall be given an equal opportunity to qualify for District business with all purchasing to be done without favor, prejudice, or discrimination.
5. Purchasing shall be conducted in a business-like manner using the most efficient procedures, records, and reports obtainable. All bids shall be publicly opened and read at the prescribed time and place. The Board authorizes staff to advertise and open bids on routine supplies, equipment, and minor public works. Bids on major construction projects shall be opened at a public Board meeting.
6. To ensure objectivity in dealing with vendors, employees of the District and members of the Board of Trustees shall not accept gratuities.
7. When consistent with other policies, the District shall participate in cooperative purchasing with other governmental agencies and shall acquire material, when advantageous, from the State Educational Agency for Surplus Property.
8. Expenditures shall be delegated to the Chief Business Officer or designee and administered in accordance with administrative procedures.
9. All procurement contracts and purchasing of equipment shall be accomplished through the Office of Administrative Services to ensure timely payment of District obligations and control of fixed assets.
10. The District shall not purchase from, nor sell to, District employees any articles, equipment, or real property except through public competitive bidding or other acceptable purchasing procedures (see BP/AP 6550 - Disposal of Property).
11. Willful failure by District employees to comply with the purchasing policies/procedures of the Board of Trustees shall be cause for disciplinary action against those persons. Purchases made without processing through required channels shall be deemed to be personal purchases by the individual.

(AP 6330-0 is CCLC AP 6330)

**See Administrative Procedures 6330-1
See also BP/AP 6340 – Contracts**

(Formerly PVC Board Policy 3110 and 3150)

11/19/08 College Council Approval
120/9/08 Board First Read
01/27/09 Board Second Read and Approval
02/05/14 College Council Approval
04/08/14 Board Information Item