

Purchase Orders and Requisitions

Requisition for Instructional Materials

1. Certificated employee fills out District requisition form and submits it to the Vice President of Instructional Services.
2. Vice President of Instructional Services approves the requisition and sends it to the Vice President of Administrative Services.
3. The Office of Administrative Services assigns a purchase order number to the requisition.
4. The purchase order is approved by the Vice President of Administrative Services or the Superintendent/President.
5. Purchase order is mailed, emailed or faxed to the vendor by the Office of Administrative Services.
6. Upon receipt, the merchandise is checked against the purchase order by Bookstore personnel for disbursement to appropriate employee/department.
7. Copy of purchase order is returned by Bookstore personnel to the Office of Administrative Services and payment is mailed to vendor.

Requisition for Non-instructional Materials

1. Employee fills out District requisition form and submits it to their respective vice president for approval.
2. The Office of Administrative Services assigns a purchase order number to the requisition.
3. The purchase order is approved by the Vice President of Administrative Services or the Superintendent/President.
4. Purchase order is mailed, emailed or faxed to the vendor by the Office of Administrative Services.
5. Upon receipt, the merchandise is checked against the purchase order by Bookstore personnel for disbursement to appropriate employee/department.
6. Copy of purchase order is returned by the Bookstore personnel to the Office of Administrative Services and payment is mailed to the vendor.

(AP 6330-1 is not a CCLC AP)

See Administrative Procedures 6330-0
See also BP/AP 6340 - Contracts

(Formerly PVC Administrative Regulation 3110)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval