

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 6 Business and Fiscal Affairs

AP 6330 PURCHASING

References:

Education Code Section 81656; Public Contract Code Section 20650;
Title 2 Code of Federal Regulations Sections 200 *et. seq.* (“Uniform Guidance”)

The Chancellor designates the Vice Chancellor, Finance and Administrative Services and the Purchasing Manager to develop and implement the purchasing procedures of the District and ensure such procedures comply with applicable laws and regulations.

The following procedures and rules shall apply to purchasing supplies, equipment, and services for which payment is to be made from District funds. The Purchasing Handbook cites the specific operational procedures and is available online. The Purchasing Handbook shall be reviewed on a periodic basis for continued conformance to applicable laws and regulations.

1. Requisitions for purchases shall be approved by the District Purchasing Office or the College Business Office only when there are unencumbered funds available, or arrangements have been made for additional appropriations through established channels. Such approval should be in advance of purchases - the only exceptions being for emergency purposes and blanket orders.
2. All purchases shall be made by the District Purchasing Office after competitive bids or quotations are obtained on standard forms, or through any other established or required procedures (e.g., some grants specify procedures for acquiring services).
3. Specifications on requisitions must be complete when submitted to the District Purchasing Office or the College Business Office. No commitments are to be made by faculty, staff, or management when securing information about products or services. Responsibility for any obligations created other than through these established District business practices may not be accepted by the District.
4. In addition to quoted prices, all purchase orders shall carry terms of delivery, delivery date, quantity and cash discounts, and sales tax and excise tax information when the latter is involved.

5. Blanket purchase orders may be used only when, in the judgment of the appropriate manager, purchasing can be facilitated to save time and cost.
6. All purchase order requisitions shall be submitted in a timely manner.
7. Purchases shall be based on quality, availability, price, and suitability to the respective program or department.
8. Purchases made with federal funds will conform to the Uniform Guidance of the federal Office of Management and Budget.

Also see AP 6340 titled Contracts for legal requirements related to the bid process.

Ratified December 2, 2013

Ratified November 2, 2016

Ratified April 18, 2018

Ratified November 20, 2018