

**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 of Finance and Administrative Services to develop and implement the purchasing procedures of the District and to ensure such procedures comply with applicable law.

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 with applicable law.

1. Requisitions for purchases shall be approved by District Purchasing and Contract Services 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 District Purchasing and Contract Services 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 District Purchasing and Contract Services or the College Business Office. No commitments are to be made by District employees 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 specify terms of delivery, delivery date, quantity and cash discounts, and sales tax and

excise tax information when applicable.

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.

Authorized employees may make certain purchases using the P-Card. Authorized employees shall follow the District P-Card Guide and agree in writing to the terms and conditions listed in the District P-Card Guide prior to using the P-Card.

Ratified December 2, 2013

Ratified November 2, 2016

Ratified April 18, 2018

Ratified November 20, 2018

Ratified April 3, 2024