District Office Purchasing Policy – Quick Reference

**Goods and/or services should not be rendered without a Purchase Order (PO) or Blanket Purchase Order (BPO) issued by District Office Purchasing. A Requisition Number is not a PO# or BPO#.**

Please note the following District Office Purchasing Policy for all materials that are shipped to the San Jose Evergreen Community College District (SJECCD).

1. No Materials totaling over $1,000.00 are to be shipped without a Purchase Order signed by District Office Purchasing Department.
2. To place an order, a quote is typically valid for 30 days (unless otherwise stated on the quote) which references:
   a. All charges, including shipping and handling.
   b. Lead time (from time of order with vendor to delivery at the SJECCD Warehouse).
      i. All materials are to be shipped to the SJECCD Warehouse unless otherwise specified on the Purchase Order.
   c. Items that are taxable.
   d. Vendor name, address, phone and fax numbers, and contact name. The details of the quote should be referenced on the Purchase Order.
3. All Packing Lists must reference the assigned Purchase Order Number. If the items are drop shipped from the manufacturer, the Packing List must reference:
   a. Purchase Order Number (BPO#/PO#)
   b. Name of vendor
4. Materials shipped to the SJECCD must match the Purchase Order exactly. **NO OVERAGES OR CHANGES WITHOUT DISTRICT OFFICE PURCHASING DEPARTMENT APPROVAL!** Under shipments of 10% will be acceptable for printing materials and promotional items, but not overages. Please work with the vendor to make sure a quantity of 10% or less under shipment will be acceptable.
5. Any changes to the Purchase Order must be authorized by District Office Purchasing.

District Office Purchasing will not process any rush payments for departments who do not follow the District Office Purchasing Policy. Adhering to this policy will ensure vendors receive payments timely.

Thank you for following these guidelines.