

Adopted
November 12, 2013
Last Revised
July 12, 2016
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July 12, 2016

BP 6330 PURCHASING

References:

Education Code Section 81656;
Public Contract Code Sections 20650 and 20651

The District Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time. All such transactions shall be reviewed by the Board every 60 days.

Further, as it pertains to public projects, as defined by Public Contract Code Section 22002, no purchase shall exceed the bid threshold as defined by Public Contract Code Section 20651(b) without Board approval.

All transactions below the bid thresholds shall be ratified by the Board within 60 days.

Procurement Cards

The District Chancellor may issue a Procurement (Pro) Card to certain authorized employees for qualified business transactions associated with minor purchases or travel expenditures when traveling on District business.

The Procurement Card is to be used exclusively for District business purposes and is not meant to replace purchase orders for authorized ongoing expenditures and major purchases. All purchases must be eligible, based on the allowable criteria as established in the administrative procedures, and charges to the Procurement Card require the appropriate documentation to adequately support the charge.

The Procurement Card will have the following spending limits established based on employment and need:

- A dollar limitation of purchasing authority per transaction

- A dollar limitation of purchasing authority for the total of all charges made during each monthly billing cycle

If credit limits need to be increased temporarily, the necessary increase will need to be approved by the college president, vice-chancellor, or chancellor. All cardholders must sign and accept the terms and conditions of the District's *Procurement Card Program Cardholder Agreement*.

Each cardholder is responsible for the card issued to him/her and compliance to this policy and administrative procedures. All cards are subject to ongoing audit for compliance and enforcement of this policy and administrative procedures.