

## **CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES**

### **AP 6330            PURCHASING**

**References:**            Education Code Section 81656;  
                                 Public Contract Code Sections 20650 and 20651

The following procedures and rules shall apply in purchasing supplies and equipment for Citrus College, for which payment is to be made from District funds.

1.     Requisitions for purchases shall be approved by the Administrative Services 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 Purchasing Office after competitive bids or quotations are obtained on standard forms and through any other established or required procedures.
3.     Specifications on requisitions must be complete when submitted to the Administrative Services Office and the Purchasing Office. No commitments are to be made by teachers or staff members when securing information about products and/or services.
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 orders shall be used when only in the judgment of the Vice President of Finance and Administrative Services, purchasing can be facilitated to save time and cost.
6.     All persons responsible for providing materials and services are urged to anticipate their needs such that purchasing may be arranged in an orderly fashion and not on an EMERGENCY basis.
7.     Purchases shall be based on quality, availability, price, and suitability to the educational program.

## **Purchasing Procedure**

1. Budgets for supplies, equipment, and services for the year for each department and administrative unit are established by the Board of Trustees in September.
2. The Cost Center Manager administers the budget for the department and must approve all requisitions to purchase instructional material, supplies and equipment. Requisitions will be transmitted to the Administrative Services Office and the Purchasing Office for execution.
3. Through established routines, the Administrative Services Office will handle all contract negotiations and purchasing to be paid for from District funds.
4. All receipts of supplies, equipment, or services must be recorded through warehouse receiving routine.
5. Responsibility for any obligations created other than through these established District routines may not be accepted by the District.

Board Approved 07/21/09