



04-05 MEDIUM PURCHASES

I. OVERVIEW

A medium purchase is a procurement of materials, supplies, equipment or personal (non-professional) services from \$5,000 up to the Large Purchase dollar threshold. These transactions are typically reviewed by the college procurement specialist serving the region in which the College is located.

For medium purchases, written quotes must be obtained from three or more potential suppliers prior to selection of a specific vendor and making of a purchase. Original quotes are kept on file with the College in the purchaser's transaction files.

II. PROCESS

- A. Medium purchases are entered in the procurement database system typically as a purchase order document type (PR) for purchases of equipment and supplies or a request for contract (RFC) document type for services.
- B. Medium purchases cannot be made on purchasing cards.
- C. Equipment or furnishings costing \$5,000 or more are treated as capital assets that are required to be tracked for accounting purposes. In the procurement and accounting database, a capital asset record must be created for these items. A capital asset is an item that is reported in the financial asset ledger and is capitalized and depreciated over its useful life. Disposal of any capital assets must also be reported to the Asset Unit within the District Accounting Office.

III. LEGAL AUTHORITY AND CITATIONS

LACCD - Faculty & Staff Resources: Intranet

04-02 – Types of Transactions

Asset Management sections AM-05-00 to 05-02

http://albacore.laccd.edu/purchasing_card/purch_card_invoice_processing_guidelines_110101.doc