



04-04 SMALL PURCHASES

I. OVERVIEW

A small purchase is a procurement of materials, supplies, equipment or personal (non-professional) services between \$ 2,501 and \$5,000. At least a minimum of three vendor quotes must be obtained prior to purchasing within this range. The quotes are kept on file with the College in the transaction file. These transactions are handled at the Colleges and require approval by the Vice President of Administrative Services.

II. PROCESS

A. Small purchases are entered in the procurement database system typically as a purchase order document type (PO) for purchases of equipment and supplies or a short term agreement (STA) document type for services. For maintenance, repair and construction services a Facilities Order Form (FOF) document type should be used.

B. Equipment or furnishings purchased for less than \$5,000 down to \$250 are considered to be low-value assets that are required to be tracked for inventory purposes. In the procurement and accounting database, a low-value asset record must be created when these items are procured. (See Asset Management section 05-03.) Low-value assets of \$250 or more cannot be made on purchasing cards. Purchases above \$2500 cannot be made on purchasing cards.

C. Small purchases are intended to expedite the purchasing of relatively inexpensive items. However, when reasonable and prudent to do so, small purchases of the same items should be consolidated in a larger single purchase transaction in order to minimize redundant processing and administrative burden.

III. LEGAL AUTHORITY AND CITATIONS

04-02 – Types of Transactions

Asset Management sections AM 00-03-02

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