

PURCHASING GUIDELINES

The following information is provided for your use in the purchasing of materials, equipment and services in compliance with Public Contracts Code, Section 20651 and to conform to sound business practices for effecting purchases that are economical within current prevailing prices.

I. PURCHASE AMOUNTS – LESS THAN \$4,999

PROCESS:

College activity unit seeking to purchase an item(s) may search and obtain the best purchase price for their item(s). As a general rule, requester should compare prices from at least three vendors to seek out the most economical cost. All purchase requests are initiated through the Budget and Purchasing Office using appropriate purchasing procedures and documents. The college will issue the Purchase Order (PO) at its location. If there are any questions, please review the college's purchasing procedures or check with the Budget and Purchasing Office at extension 7046.

Note: Purchases of an item that costs between \$200 and \$5,000 was considered equipment. This year the District divided this G/L account number. If an individual item cost \$249 or less the item is considered a supply and the G/L to be used is 452100. If an individual item is between \$250 and \$4,999, the item is a low value asset and G/L account number is 642300.

II. PURCHASE AMOUNTS OVER \$5,000 AND UNDER \$60,300

PURCHASES REQUIRING 3 WRITTEN (HARDCOPY) QUOTATIONS

Campus requesting units must submit along with their order, 3 written (hardcopy) vendor quotations. These larger purchases involve additional time in obtaining WRITTEN (hardcopy) quotations from competitive vendors. It is critical for timely purchasing to obtain these quotations in order to facilitate the purchase request. Complete information, in addition to the equipment/materials or services involved, must include vendor name, salesperson, valid quotation period, freight, tax, installation or assembly in the quotation as well as additional local considerations of A & I costs, and electrical UL approval (if applicable).

PROCESS:

Campus activity unit submits the purchasing request along with the 3 written (Hardcopy) quotations to the Budget and Purchasing Office. If after review by the Regional Purchasing Specialist, all information is correct, a Purchase Order (PO) will be issued to the selected vendor from the college location. If there are any questions concerning this process, please contact the Budget and Purchasing Office, extension 7046.

III. PURCHASE AMOUNTS OVER \$60,300

PURCHASES OVER THIS AMOUNT ARE HANDLED BY THE DISTRICT OFFICE AND WILL REQUIRE FORMAL BIDDING (GENERAL LEAD TIME 13 WEEKS) ALONG WITH 3 HARD COPY WRITTEN QUOTATIONS FOR BASIC INFORMATION.

IV. DISTRICT-WIDE PURCHASING CONTRACTS

Purchases under District-wide contracts will be obtained through the issuance of a purchasing document initiated from the campus. Purchases can be of any amount when the District-wide contract was secured through formal, competitive bidding. An example of this would be the computers and computer related

equipment contracts currently in place for use by the college. Please check with the Budget and Purchasing Office at extension 7046 for further information regarding this item.

ADDITIONAL CRITERIA USED IN PURCHASING (*important!)

1. In order for price quotations to be valid and enforceable with Vendors, timely acquisition and submission of quotations is recommended (i.e.within 5 days from date of quotation) and should be valid for a minimum of sixty (60) days.
2. On all acquisitions, the Regional Purchasing Specialist shall be authorized to issue any necessary PURCHASE ORDER CHANGE ORDER to expedite an order that does not exceed 10% or \$250, whichever is less. All other change orders will be initiated by prior consultation with the campus.
3. Based on professional judgment and due diligence, the Regional Purchasing Specialist, shall reserve the right to adjust any purchase request that will best serve the interest of the District. Appropriate consultations will be made.
4. If you have selected a vendor who is not listed on the college's approved "vendor listing" and your order is to that vendor, you will be required to complete and submit a "Vendor Maintenance Form" to the Regional Purchasing Specialist in Budget and Purchasing to have your vendor included on the college's approved vendor listing.
5. The Regional Purchasing Specialist is available to assist you with purchasing requirements upon request. Please contact the Budget and Purchasing Office, extension 7046.

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