



3330 - Purchasing

Policy

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary for the efficient operation of the district. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions are available for Board review every 60 days. Transactions \$10,000 and over shall be reviewed by the Board every 60 days.

Reference: *Education Code Section 81656; Public Contracts Code Section 20650*

Adopted: June 28, 2004

Procedure

- I. The following procedures are applicable to Purchasing transactions.
 - A. Every effort shall be made to purchase the highest quality supplies, equipment, and services for the best possible price.
 - B. All applicable provisions of state and federal laws governing school district purchases shall be adhered to.
 - C. Purchasing shall be accomplished after competitive bidding with award to the lowest responsible bidder meeting those specifications that are descriptive of materials or services desired and that are sufficiently broad to promote competitive bidding. The lowest price may be determined by requesting telephone quotes, written quotes, or formal bids. The Director of Purchasing is authorized to determine the most cost effective manner of achieving the lowest price.
 - D. All bidders shall be given an equal opportunity to qualify for District business with all purchasing to be done without favor, prejudice, or discrimination.
 - E. Purchasing shall be conducted in a business-like manner using the most efficient procedures, records, and reports obtainable. All formal bids shall be publicly opened and read at the prescribed time and place. Bids/quotes that are received by fax shall be opened not later than the next business day.
 - F. Gratuities shall not be accepted from vendors. Exceptions to this shall be items of nominal value.
 - G. When consistent with other policies, the District shall participate in cooperative purchasing with other governmental agencies and shall acquire material, when advantageous, from the State Educational Agency for Surplus Property.
 - H. Expenditures as authorized by law will be delegated to the Executive Vice Chancellor and administered in accordance with administrative procedures. The Board of Trustees shall, on a regular basis, approve all purchase orders.
 - I. All procurement contracts and purchasing of equipment shall be accomplished through a central district purchasing office/receiving operation to insure timely payment of District obligations and control of fixed assets.

- J. Willful failure by District employees to comply with the purchasing policies/procedures of the Board of Trustees may be cause for disciplinary action against that person. Purchases made without processing through required channels shall be deemed to be personal purchases by the individual.

II. Use of “Dot” (.) Coms as Vendor Sources

- A. The purpose of this procedure is to provide guidelines to YCCD employees on the use of “.com” vendors for the purchase of commodities.
- B. The person with the overall responsibility for approving a purchase order is the Director of Purchasing.
- C. It is recommended that .com companies not be used as vendors. There are several reasons for this recommendation.
 - 1. A majority of these sources will not accept purchase orders.
 - 2. Often, only a “personal” credit card will be accepted. A personal credit card is one with an individual’s name that must match the order. A credit card containing a business name (such as the Yosemite Community College District) is not accepted.
 - 3. Due to the District’s procedures, only Purchasing may input these orders using the District credit card. Often, a great deal of time is used inputting the order, only to find at the end, when the credit card information is requested, our business credit card is unacceptable.
 - 4. Some .com sources are located outside of the United States. When communication with a customer service representative is required, or a return needs to be made, it is found to be difficult or impossible.
 - 5. It has been reported that in some instances, these companies are unreliable and the goods ordered are not received, or not received in a timely manner.
 - 6. In most cases, the favorable pricing found on a .com can be found from an alternate source that will accept purchase orders.
- D. Exceptions
 - 1. If a department feels that use of a .com is warranted, it is the department’s responsibility to ensure that a purchase order or the District (Business) credit card is acceptable.
 - 2. Exceptions to this policy must be approved by the Purchasing Manager or Director of Purchasing.

III. Transactions Less Than \$100

- A. The purpose of this procedure is to provide guidelines to YCCD employees for creating requisitions that lead to a purchase order.
- B. The person with the overall responsibility for ensuring the appropriateness of a purchase order is the Director of Purchasing.
- C. Dollar Amount Limit

1. Transactions for less than \$100 should not be submitted on an online requisition. These purchases should be made via Direct Pay Request.
2. Exceptions to this policy must be submitted to the Director of Purchasing or the Purchasing Manager.

D. Rationale

1. Nationwide, in 2004, the average cost of creating a purchase order was approximately \$95. With this in mind, it is not fiscally prudent to use purchase orders for items less than \$100.

Reference: *Education Code Section 81656; Public Contracts Code Section 20650*

Procedure Last Revised: 04/11/07