
**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6330 PURCHASING

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to 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 shall be reviewed by the Board every 60 days.

The Board of Trustees shall approve payment for all such transactions.

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

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6330 PURCHASING

Purchases of services and materials shall be made to the best economic advantage of the District. To ensure sound purchasing, quality of material as well as immediate and long range costs are to be considered.

All purchases will be made by system-generated numbered purchase orders issued by the Business Services Office. The District will not be responsible for payment of orders made in any other way. Procedures related to procurement are outlined in the District's Purchasing Procedures manual.

The Vice President, Finance and Administration shall establish procedures by which District personnel may request materials and services. The Vice President shall notify personnel of current purchasing thresholds that require the District to solicit quotations and competitive bids and shall inform personnel of the status of their requests to purchase.

The Vice President, Finance and Administration shall make all purchases in accordance with Public Contract Code Section 20650, Education Code Section 81656, and District Purchasing Procedures. Splitting of purchase orders for the purpose of evading these procedures is not allowed.

The Vice President, Finance and Administration shall establish receiving guidelines to confirm receipt of materials and verify conformity with related purchase orders, the speedy and accurate payment of vendors on properly received orders, and rapid filing of claims on improperly received orders.

Also see AP 6340 titled Bids and Contracts as well as AP 6345 titled Bids and Contracts–UPCCAA.

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

Approved: 5/21/02
Revised: 4/11/17