



Book	VCCCD Administrative Procedure Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	AP 6330 PURCHASING
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Authority and Responsibility For Purchases

The authority to make purchases shall be vested in the Chancellor and no other officer or employee, except as designated below, may obligate the District for any expenditure of funds without prior approval.

The Chancellor has delegated authority to the Vice Chancellor of Business and Administrative Services, 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 (PCC) as amended from time to time, without going through the formal bid process, or the amounts specified in the California Public Contract Code, Section 22000, per the California Uniform Public Construction Cost Accounting Act; except for emergency work contracts as identified in the PCC.

The District Purchasing Department has the responsibility to manage the procurement policy as it relates to the acquisition of all equipment, supplies and services for use within the District or from funds held by the District, in compliance with all federal, state and local regulations and the PCC.

All purchase orders, contracts, leases, rentals, memorandums of understanding (MOUs), and service agreements require the signature of the Vice Chancellor, Business and Administrative Services, or designee.

All purchase orders, contracts, agreements, and MOUs for goods or services in the amount of \$50,000 or more require Board of Trustees' approval prior to issuance of a purchase order. The Chancellor, or designee, may authorize purchases of \$50,000 or more if he/she deems it to be in the best interest of the District and if in his/her judgment, the purchase should not wait until the next regularly scheduled Board meeting. In such a case, the Chancellor shall immediately notify the Board of the action.

A listing of all purchase orders in the amount of \$10,000 or more will be submitted to the Board of Trustees for ratification at the next regular meeting following issuance of the purchase order.

Goods or Services Provided by Employees, Board Members or Family Members

The District may purchase goods or services, after review of a minimum of three written quotes, from an employee

of the District, Board Member or member of an employee's or Trustee's family who owns or partly owns, operates, or has a financial interest in a business. Disclosure and prior approval by the Chancellor, or designee, is required before issuance of a purchase order. The purchase order must be ratified by the Board. Employees and Board Members must refer to and comply with the VCCCD's Administrative Procedure 2712: Conflict of Interest Code, regarding the requirement of reporting conflicts of interest. Administrative Procedure 2712 specifically addresses conflicts of interest of an economic nature.

Employees and members of the Board of Trustees must report any potential conflicts of interest. In particular, Trustees must disclose any potential conflict of interest, in public session, prior to the approval/ratification of a purchase order.

Unauthorized Purchases

Any obligation contracted without appropriate prior approval may become a personal expense of the employee making the purchase.

See [Administrative Procedure 2712](#).