

**IMPERIAL COMMUNITY COLLEGE DISTRICT
AP 6330 Purchasing**

Reference:

Education Code Section 81656;
Public Contracts Code Section 20650

1. Purchasing Policy: The authority to make purchases shall be vested in the Governing Board, and no other officer or employee, except as designated below, may obligate the District for any expenditure of funds without prior approval.
 - The Superintendent/President, as Chief Executive Officer, is accountable for the purchases of all goods and services in the name of the District.
 - The Superintendent/President has delegated authority to the Chief Business Officer, 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 without going through the formal bid process. All such transactions shall be reviewed by the Board of Trustees.
 - The Purchasing Department and approved College buyers have 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 Public Contract Code (PCC).
2. All contracts, leases, rentals, memorandums of understanding, and service agreements require the signature of the Superintendent/President or designee.
3. Electronic approvals are permitted on District purchase orders.
4. Annual Adjustment in Bid Threshold Requirement: Pursuant to Public Contract Code (PCC) Section 20651(d), the Board of Governors of the California Community Colleges is required to annually adjust the dollar amount specified in Section 20651(a
5. All purchase orders for goods or services that exceed the bid threshold require Board of Trustees approval prior to issuance of a purchase order.
6. Contracts or Memorandums of Understanding (MOU) for services and support that exceed the bid threshold require prior approval by the Board of Trustees.
7. The Superintendent/President may authorize purchases that exceed the bid threshold amount if he/she deems it to be in the best interest of the District and if

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in his/her judgment, the purchase should not wait until the next regularly scheduled board meeting. In such a case, the Superintendent/ President shall notify the Board of Trustees of the action.

8. A list of all purchase orders in the amount of \$20,000 or more will be submitted to the Board of Trustees for ratification at the next regular meeting following issuance of the purchase order.
9. The acquisition of materials and/or services must comply with all federal and state laws, rules, and regulations. Purchases will be formally bid in accordance with Public Contract Code 20651, or when the District determines it is in its best interest.
10. For expenditures less than the bid limits stated above, the District may request verbal or written quotations from vendors. Such a request shall not be deemed as a competitive bid. The Purchasing Department shall evaluate and award quotes based on quality, availability, price, delivery, support service, and identified needs of the requisitioning department.
11. According to Government Code 53060, the District may contract with and employ any persons for providing special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required without formal bid.
12. Unauthorized Purchases: Any obligation contracted without appropriate prior approval may become a personal expense of the employee.
1. Vendor Credit/Membership Cards: In order to expedite the purchasing and accounting of low cost and frequently needed items, the District may issue vendor credit cards or membership cards to District employees whenever there is sufficient benefit to the District.
 - Vendor Credit/Membership Cards will be provided to District employees who present an approved Purchase Order for that vendor.
 - Employees must return the vendor credit/membership card and all corresponding receipts to the Business Office upon completion of the purchase.
 - Vendor credit/membership cards shall not be kept in the employee's possession overnight without prior approval from the Business Office.
 - Each vendor credit/membership card shall be assigned specific purchase limits and restrictions. Cardholders shall adhere to these limits and restrictions.