

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 6330

### Purchasing

Date Adopted:	11/09/2004
Date Revised:	04/24/2015
Date Reviewed:	04/24/2015
References:	Education Code Section 81656; Public Contract Code Sections 20650 and 20651

The Superintendent/President delegates to the Chief Business Officer and the Director of Finance the authority to procure materials and services necessary to carry out the programs and operations of the District. Such authorization might include the following guidelines:

- Maximum value for each dollar expended shall be obtained.
- All applicable provisions of state and federal laws shall be adhered to.
- Pursuant to the Public Contract Code and the Education Code, competitive bidding for purchases over prescribed amounts shall be adhered to, unless in an emergency situation as defined in Public Contract Code 20654 exists.
- Equal opportunity shall be provided for all bidders or vendors who qualify for District business.
- Transactions shall be neutral and without conflict of interest.
- Employees of the District shall not accept gratuities in dealing with vendors.
- Local vendors shall be patronized where there is no measurable difference in service, quality, or cost.
- When consistent with other policies, the District shall participate in cooperative purchasing with other governmental agencies and, when advantageous, shall acquire material from the State Educational Agency for Surplus Property.

- Unauthorized purchases made without processing through required channels may be deemed personal purchases by the individual and are not the responsibility of the District.

Specific purchasing processes are outlined in the Sierra College Purchasing Handbook. The Director of Finance is delegated with the responsibility and authority for maintenance of this section of the Handbook. Purchasing Handbook of the District shall be published and made available to the staff.

See Board Policy 6330.