

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-3710
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PURCHASING

The following procedures and rules shall apply in purchasing supplies and equipment for Citrus College, for which payment is to be made from District funds.

1. Requisitions for purchases shall be approved by the Business Office only when there are unencumbered funds available, or arrangements have been made for additional appropriations through established channels. Such approval should be in advance of purchases - the only exceptions being for emergency purposes and blanket orders.
2. All purchases shall be made by the Business Office after competitive bids or quotations are obtained on standard forms and through any other established or required procedures.
3. Specifications on requisitions (Form D-151) must be complete when submitted to the Business Office. No commitments are to be made by teachers or staff members when securing information about products and/or services.
4. In addition to quoted prices, all purchase orders shall carry terms of delivery, delivery date, quantity and cash discounts, and sales tax and excise tax information when the latter is involved.
5. Blanket orders shall be used when only in the judgment of the Vice President-Business, purchasing can be facilitated to save time and cost.
6. All persons responsible for providing materials and services are urged to anticipate their needs such that purchasing may be arranged in an orderly fashion and not on an EMERGENCY basis.
7. In addition to following the requirements of E.C. 15951 and 15953, purchases exceeding \$5,000 will be approved by the Board of Trustees.
8. Purchases shall be based on quality, availability, price, and suitability to the educational program.

Purchasing Procedure

1. Budgets for supplies, equipment, and services for the year for each department and administrative unit are established by the Board of Trustees in August.
2. The Head of Department administers the budget for the department and must approve all requisitions to purchase instructional supplies and equipment. Requisitions will be transmitted to the Business Office for execution.
3. Through established routines, the Business Office will handle all contract negotiations and purchasing to be paid for from District funds.
4. All receipts of supplies, equipment, or services must be recorded through warehouse receiving routine.
5. Responsibility for any obligations created other than through these established District routines may not be accepted by the District.

Keys

All keys to campus property belong to the District. They are issued by the cashier in the Business Office. When the employee leaves the District, all keys must be returned to the Business Office in order to effect release of the final pay check.

Adopted3/20/63
Revised7/19/68
6/15/70
12/14/76