

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Purchasing

Adoption Date: September 7, 2010

Responsible Area: Administrative Services

Responsible Office: President's Office

Policy Reference: Board Policy No. 6330; Education Code Section 81656; Public Contract Code Sections 20650 and 20651

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

1. Requisitions for purchases shall be approved by the Administrative Services 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 processed 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 must be complete when submitted to the Administrative Services Office and 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 of Administrative Services, 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. 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 September.
2. The Cost Center Budget Manager administers the budget for the department and must approve all requisitions to purchase instructional material, supplies and equipment. Requisitions will be transmitted to the Administrative Services Office and the Business Office for execution.
3. Through established routines, the Administrative Services 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 the appropriate receiving routine.
5. Responsibility for any obligations created other than through these established District routines may not be accepted by the District.