



## SAN DIEGO COMMUNITY COLLEGE DISTRICT

### Administrative Procedure

### CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

### AP 6330.12 Purchase Orders – Standard

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Office of Primary Responsibility:

Vice Chancellor of Business Services  
Director of Purchasing and Contract Services

The purpose of this guideline is to assist District personnel in the classification and processing of Purchase Orders (PO's). It is applicable to all District personnel who are involved in the preparation, processing and/or authorization of POs.

#### FUNCTIONS

1. The Purchasing and Contract Services Director is authorized by the Chancellor and the Board of Trustees to issue PO's for the procurement of materials, supplies and services requested by sites, departments and special project offices.
2. "Standard Purchase Order" is the term used to refer to those PO's prepared from electronic purchase requisitions submitted in sufficient time for processing the requests through normal channels.
3. The time required for processing Standard PO's will vary, depending on whether or not a Formal Advertised Bid or Quotation is required. The identification of a supplier/source may impact the processing time as well.
  - a. The goal for the processing time for a Standard PO is three to five working days from the date the properly authorized and accurately prepared electronic purchase requisition is received in Purchasing and Contract Services.
  - b. Formal bidding requires a processing time of approximately eight weeks. This timeframe includes specification writing, advertisement of the bid, evaluation of the bids, and preparation and submission of an Agenda Item to the Board of Trustees. After the Board approves the award of the bid, a Purchase Order may be issued to the vendor.

#### IMPLEMENTATION

1. The Vice Presidents of Administrative Services, Vice Chancellors and Special Project Managers or designee(s) are to submit electronic purchase requisitions far enough in advance of the date the requested item(s) are needed to allow for processing Standard

PO's, and delivery time of requested item(s).

- a. For non-bid supply items, allow approximately two to three weeks for items which are available locally and an extra week for out-of-town orders.
  - b. For furniture or specialty items, contact the appropriate Buyer for estimated delivery date for specific item(s) desired, as the time may take as long as four months, depending on the source and availability.
  - c. Process electronic purchase requisitions according to the Purchasing Training Manual.
2. The Purchasing and Contract Services Director or his/her designee shall be responsible for the preparation and issuance of all Standard PO's as follows:
- a. No PO should be issued without the existence of a valid electronic purchase requisition executed in accordance with the Purchasing Training Manual.
  - b. When formal bidding is required by Public Contract Code 20651, initiate according to **AP 6330.5 Bids and Contract procedure**. For electronic purchase requisitions not involving formal bidding, process informal written or telephone quotations.
  - c. Issue PO from the information provided on the electronic purchase requisition, bid/proposal or quotation. At a minimum the PO will include:
    - Vendor name and address.
    - A clear description, unit, quantity, unit price, percent of discount, if available, and extension of each item listed.
    - Sales tax if applicable.
    - Required, requested or anticipated delivery date.
    - Method of shipment.
    - Statement to the effect that materials and services furnished shall be in accordance with specifications and conditions set forth in bid or quotation, as applicable.
    - Special instructions.
    - Budget Number.
  - d. Affix the authorization of the Director of Purchasing and Contract Services, or designee.
  - e. Send original PO to vendor to place formal order.
  - f. Submit an Agenda Item, showing PO numbers issued and total dollar amount, within a specified time period, for presentation to and approval of the District's Board of Trustees.
3. The area administrator at the location entered in the "Ship To" box on the PO, or designee(s), shall be responsible for checking the items received from the vendor and for verifying those items were received as specified on the PO as follows:
- a. Check items received to items listed on the PO and, if applicable, on any PO Change Notice(s).
  - b. Verify the units, quantities, and the quality of each item are as ordered.
  - c. When satisfied that all of the order was received in good condition, perform electronic receiving process.

4. Deliver goods to requesting department.
5. The Accounts Payable Supervisor or designee(s) shall be responsible for reviewing and making payments against PO's.

References: BP 6330

Public Contract Code 20651

California Administrative Code: Title 5; Section 59025

Purchasing Training Manual

Supersedes: 8540.2.1, 4/4/86, 7/1/01

Approved by Chancellor:

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Date

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Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.