



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6330.11 PURCHASE ORDERS

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

The purpose of this procedure is to outline the reasons for requiring Purchase Orders (PO's) to initiate purchases from vendors and to identify the different types of problem situations that might affect their processing. It is applicable to all District employees whose job-related duties involve the procurement of goods and services from outside vendors.

FUNCTIONS

- Purchase Orders are official documents used by the District to present offers by authorized District personnel to purchase specified materials and services at prices and terms quoted on the PO from the vendor to whom the PO is issued.
- When signed by an officer authorized to represent the Board of Trustees, and accepted by the vendor, the PO becomes a legal contract. The Purchasing and Contract Services Director is the primary officer authorized to sign PO's on behalf of the Board of Trustees.
- Purchase Orders are issued by Purchasing and Contract Services according to three different methods, depending on the individual circumstances and the urgency to acquire the item(s) at the time the requisition is received:

1. Standard Purchase Orders

These PO's are processed for the procurement of materials and services where time and other conditions permit the purchase and delivery of items through normal purchasing channels. These PO's will normally be prepared and sent to the vendor within three to five working days of receipt of a purchase requisition in Purchasing and Contract Services.

2. Blanket Purchase Orders (BPO)

These are BPO's issued to a single vendor for a specified amount and period of time and are limited to situations where immediate access for recurring purchases of supplies and services is essential.

3. Emergency Purchase Orders (EPO)

These are only for emergencies or immediate-need situations, and contact with Purchasing and Contract Services is required. The assigned electronic purchase requisition with appropriate approvals will be necessary to confirm the purchase or transaction already authorized. There are two ways in which EPOs are issued:

- a. In the first case, the Purchasing and Contract Services Buyer issues a PO number to an authorized employee to acquire certain item(s) from a specified vendor.
 - b. In the second case, the Purchasing and Contract Services Buyer issues an order by telephone directly to a vendor.
- Payment to the vendor for goods and services delivered to the District is allowed when a PO has authorized such delivery. An authorized employee at the receiving location must certify on the PO that the goods and/or services were received as specified.

IMPLEMENTATION

- The Purchasing and Contract Services Director or designee(s) shall review all requests for materials, supplies and services to be procured from outside vendors to determine the appropriate acquisition process.
 1. When time and other conditions permit, process a PO through normal channels.
 2. If the request is for an immediate need (the item is needed the same day it is requested) and the request is made by the employee authorized to approve purchase requisitions for the site or department, process an Emergency Purchase Order.
 3. All purchase requisitions for the issuance of Blanket Purchase Orders are to be screened against Purchasing and Contract Services' criteria for issuing Blanket PO's.
- With the exception of Emergency Purchase Orders, all requests for the procurement of materials, supplies and services from outside vendors shall first be presented to Purchasing and Contract Services via an electronic purchase requisition submitted according to the [Purchasing Training Manual](#).
- Confirmation/Emergency Purchase Orders are to be restricted to immediate-need situations. The Vice Chancellor, Manager, Vice Presidents of Administrative Services, Site Accounting Supervisor authorized to approve purchase requisitions for their site or department shall contact the appropriate Buyer and ask him/her to authorize a specific transaction between a vendor and the requesting party.

References: BP 6330
California Education Code Section 81655
[Purchasing Training Manual](#)

Supersedes: 8540.2, 9/10/86; 7/1/01

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

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