

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.15 (BP 6330)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 8.15 Purchasing  
**Revision Date:** 3/11; xx/xx  
**Policy References:** Education Code Section 81656; Public Contract Code Sections 20650 and 20651

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1. **As delegated by the Chancellor**, the purchasing function is centralized in the Department of General Services, at the Chancellor's Office, under the direction of the Executive Vice Chancellor.
2. Administrators are responsible for identifying supply, equipment, and service requirements, preparing bid specifications; and, in conjunction with the Department of General Services, for evaluating bids.
3. The Department of General Services is responsible for maximizing District savings through judicious, timely, and ethical purchase of materials, equipment, supplies, and services. The Department of General Services shall:
  - a. Select vendors.
  - b. Provide purchasing services to all divisions, offices, and locations that are part of the District.
  - c. Authorize purchase agreements for materials, equipment, supplies, and services.
  - d. Effect necessary cost savings programs where feasible.
  - e. Develop the process for competitive bidding, consistent with the quality of materials and services and suitable for the intended use.
  - f. Comply with all provisions of the California Education Code, Government Code, Public Contract Code and Board policies.
  - g. Maintain a purchasing calendar for the acquisition of materials, equipment, supplies and services.
4. Procurement cards shall be issued to authorized employees, through an agreement with a Board approved financial institution, for purchases made on behalf of the District. Such purchases shall be in accordance with assigned parameters for individual card usage. The Board shall not assume responsibility for non-District purchases made contrary to Board policy and the administrative procedures of the District.
5. The Board shall not recognize an obligation incurred by any staff member when the obligation is incurred contrary to Board policy and the administrative procedures of the District.
6. The Executive Vice Chancellor or designee shall sign all purchase orders.