

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

Administrative Services

Chapter 6

**PURCHASING APPROVAL AND DOCUMENT MATRIX**

**AP6330**

Type of Purchase	College Requirement (Dollar Limits)
<b>CONTRACTS/AGREEMENTS</b>	
<p>Examples of possible contracts/agreements:</p> <ul style="list-style-type: none"> <li>• Contracts for repairs or maintenance</li> <li>• Auditors or other professional services, i.e., doctors and lawyers</li> <li>• Leases, rents</li> <li>• Software licenses (This does not include software purchases for an individual computer.)</li> <li>• <b>All bids</b></li> <li>• Advertising</li> <li>• Bus transportation</li> <li>• Vehicle Rentals</li> <li>• Copier or other equipment leases</li> <li>• Legal agreements</li> <li>• Doctors/physicians</li> <li>• Community Service agreements</li> <li>• Independent contractors</li> <li>• Water buyback</li> </ul>	<p style="background-color: yellow;"><b>Note: ALL contracts must first be reviewed by General Counsel</b></p> <p>Board Policy (BP) 2430 states that any contracts less than \$250 do not require board approval.</p> <p>Contracts for \$64,000 or less must be signed by the Superintendent/President <b>AND ratified</b> by the Board of Trustees per BP 2430.</p> <p>Contracts for greater than \$64,000 must be <b>approved</b> by the Board of Trustees <b>prior</b> to the commitment to the vendor.</p> <p>Per Public Contract Code Section 20111(a), contracts for greater than \$72,400 per vendor per year must be competitively bid or must use existing bid such as California Multiple Award Schedules (CMAS), Western States Contracting Alliance (WSCA), or other allowable bid. <u>There are exceptions to this for certain professional services and instructional software.</u></p>
<b>PURCHASE ORDERS</b>	
<p>Examples of purchase orders: Supplies, equipment, and other purchases that can go on a purchase order and does not require a contract:</p> <ul style="list-style-type: none"> <li>• Supplies</li> <li>• Equipment: you may want to have a contract for large equipment purchases to ensure the protection of the District</li> <li>• Software renewals (where a separate agreement is not required)</li> <li>• Memberships</li> <li>• Subscriptions</li> </ul>	<p>Purchases under the \$72,400 bid limit may be entered by requestor into purchasing system for processing and <u>does not</u> require board approval.</p> <p>Purchases over the \$72,400 bid limit must be formally bid and then sent for Board approval <u>prior</u> to commitment being made to vendor.</p> <p>Purchases greater than \$72,400 <u>per vendor per year</u> must be competitively bid or must use existing bid such as California Multiple Award Schedules (CMAS), Western States Contracting Alliance (WSCA), or other allowable bid.</p>

<b>PUBLIC WORKS CONTRACTS</b>	
<b>Public works contracts</b> are contracts awarded through competitive bids for the erection, construction, alteration, repair, or improvement of any structure, building, road, or other improvement of any kind. Public Contract Code 22002(c).	Public works contracts under \$15,000 can be contracted without prior approval board approval; they must, however, be ratified by the Board of Trustees.  Public works contracts of \$15,000 or over must be competitively bid and receive <b>PRIOR</b> Board of Trustees approval before commitment to vendor.
<b>TRAVEL</b>	
Staff Travel – in state or out-of-state	Board approval is not required, but must complete a travel authorization (including supervisor’s signature) and requisition.
Staff Travel – out of the country	Board approval is required <u>prior</u> to the trip. Must also complete a travel authorization (including supervisor’s signature) and requisition.
Student Travel – Any <b>out-of-state</b> travel, regardless of funding source	All out-of-state student travel requires <b>PRIOR</b> Board of Trustee approval. Applicable forms: Student Field Trip Excursion Form, Student Medical Waiver, and Transportation Waiver.
<b>MEMBERSHIPS</b>	
Memberships held in the “district’s” name, i.e., institutional	Does not require board approval – requisition/PO issued before payment
Memberships in an “individual’s” name	Requires board approval. (Exception: If the individual is no longer employed by the District, and the membership reverts to another District representative, board approval is not required.)

## GLOSSARY OF TERMS

Board Approval	The process of approving a contract or other expenditure <u>before</u> work can begin.
General Fund Dollars	Refers to the use of unrestricted dollars that are received through State Apportionment. This is denoted by a subprogram of 0000. Example: 01 00 20 1234 <b>0000</b> 4300
Piggyback Bids aka Cooperative Bids	The ability to purchase from a vendor using another state's or school's bid.
Public Works	Include any work for the erection, construction, alteration, repair, or improvement of any structure, building, road, or other improvement of any kind.
RFP	<p>Requests for Proposals (RFP) are the means for notifying vendors that the college has specific requirements for materials and supplies, and is offering vendors an opportunity to fulfill those requirements.</p> <p>These documents are designed to solicit bids or proposals from well-qualified vendors. They are usually sent to those vendors known to provide the particular commodity or those on a list of vendors that provide the particular commodity. The RFP is also advertised in the local newspaper according to statutory requirements.</p>
Ratified/Ratification	The process by the Board of Trustees of giving "official sanction to" a contract or other expenditure. This may be done after the contract is already being fulfilled.

<b>CODE REFERENCES</b>	
Public Contract Code 20111 (a)	<p><b>20111.</b> (a) The governing board of any school district, in accordance with any requirement established by that governing board pursuant to subdivision (a) of Section 2000, shall let any contracts involving an expenditure of more than fifty thousand dollars (\$50,000), as adjusted, for any of the following:</p> <ul style="list-style-type: none"> <li>(1) The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.</li> <li>(2) Services, except construction services.</li> <li>(3) Repairs, including maintenance as defined in Section 20115, that are not a public project as defined in subdivision (c) of Section 22002.</li> </ul> <p>The <b>contract</b> shall be let to the lowest responsible bidder who shall give security as the board requires, or else reject all bids.</p>
Public Contract Code 22002(c)	<p><b>22002.</b> (a) "Public agency," for purposes of this chapter, means a city, county, city and county, including chartered cities and chartered counties, any special district, and any other agency of the state for the local performance of governmental or proprietary functions within limited boundaries. "Public agency" also includes a nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.</p> <p>(b) "Representatives of the construction industry" for purposes of this chapter, means a general contractor, subcontractor, or labor representative with experience in the field of public works construction.</p> <p>(c) "Public project" means any of the following:</p> <ul style="list-style-type: none"> <li>(1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.</li> <li>(2) Painting or repainting of any publicly owned, leased, or operated facility.</li> <li>(3) In the case of a publicly owned utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.</li> <li>(d) "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following: <ul style="list-style-type: none"> <li>(1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.</li> <li>(2) Minor repainting.</li> <li>(3) Resurfacing of streets and highways at less than one inch.</li> <li>(4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.</li> <li>(5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.</li> </ul> </li> <li>(e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.</li> </ul>