

PURCHASING

Purchasing at College of the Sequoias is decentralized for operational purchases. Managers will make wise purchasing decisions balancing cost and utility.

Purchasing can be made with a District CALCard credit card or a District purchase order. All purchases must be approved by the immediate supervisor. New CALCards are issued to management. Employees who need to make purchases without the use of a purchase order should first contact their supervisor for use of a District CALCard. If it is deemed necessary that an employee needs a District CALCard, the supervisor should direct the request to the Vice President of Administrative Services for consideration. Employees who fail to turn in receipts on time that match the CALCard statement, or whose monthly reporting is not accurate, may have their CALCard revoked.

Supervisor signature or approval in Banner is the agreement that the items purchased are reasonable and necessary for the program and are in alignment with program review and/or annual department planning needs. The purchase should be a reasonable and cost effective use of taxpayers' monies. Supervisors are responsible for the purchases of their subordinates under Purchase Orders, District CALCard transactions, or reimbursements.

Employees may not make purchases for the District without supervisor approval. Verbal or written agreements that do not follow the purchasing procedure will be considered a personal purchase since the employee has entered into a personal agreement with the vendor without prior approval.

Employees may not purchase goods and services from a relative or related party without notifying the immediate supervisor who approves the purchase.

The process for bids and contracts is covered in AP 6340.

The process for personal services contracts is covered in AP 6370.

Approved: September 23, 2008

Revised: February 12, 2018