



## **AP 6330                      PURCHASING**

### **References:**

Education Code Section 81656;  
Public Contract Code Sections 20650 and 20651;  
Government Code Sections 1090-1099 and 1126

### **Applicability**

This procedure governs purchases of supplies, materials, apparatus, equipment, and services necessary to carry out educational and operations programs of the District when such purchases are not in excess of the amounts set forth in Public Contract Code Section 20651.

### **Delegation to Business Officer**

The Chief Business Officer or designee(s) is delegated responsibility from the Superintendent/President to make such purchases. All purchasing shall be accomplished through Business Services. Purchases made without approval of the Chief Business Officer or appropriate designee shall be deemed to be personal purchases by the individual made in violation of district procedures.

### **Guidelines**

Purchases shall be made in accordance with the following guidelines:

1. Maximum value shall be sought for each dollar expended while serving the best interests of the District in all transactions.
2. Purchasing shall adhere to all applicable provisions of state and federal laws governing district purchases.
3. All vendors shall be given an equal opportunity to qualify for district business with all purchasing to be done without favor, prejudice, or discrimination.
4. Purchasing shall be conducted using the most efficient procedures, records, and reports obtainable.
5. When consistent with other policies, the District shall participate in cooperative purchasing with other governmental agencies.
6. The District shall not purchase any articles, equipment, or real property from district employees except through public competitive bidding or other acceptable purchasing procedures.



7. Willful failure by district employees to comply with the District's purchasing requirements shall be cause for disciplinary action against those persons.
8. All District employees transacting business on behalf of the District are subject to Government Code Sections 1090 et seq., the Fair Political Practices Act, and the Conflict of Interest Code and other conflict of interest restrictions as set forth in AP 2710 Conflict of Interest and AP 2712 Conflict of Interest Code, which generally prohibit district employees or a member of their immediate family from having a financial interest in a contract made by them in their official capacity and from engaging in activities which are in conflict with their duties as an employee.
9. To avoid actual or apparent conflict of interest, district employees or officers who substantially influence the award of contracts or who exercise contractual authority must avoid the acceptance of gifts, gratuities, offers of employment, commissions, fees, travel, or other personal economic gain from vendors or contractors who have or who are interested in having a buyer-seller relationship with the District.

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