

SBCC PURCHASING MATRIX

05-01-23 Rev 3

This document is intended to assist Budget Managers and support staff with identifying standard procurement and invoice paths for all expenditures.

SBCC is required to compete quotes provided by vendors who have been awarded orders with a total aggregate value of \$109,300 per fiscal year.

All orders over \$10K must be processed by Purchasing with the exception of emergency expenditures which are defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property or essential public services. Emergency orders may be placed by Superintendent/President, Vice President of Business Services, Director of Facilities and Operations and Director of Security/Campus Safety.

Only the Superintendent/President, Vice President of Business Services and Purchasing Manager are authorized to sign contracts of any value.

	\$ Threshold	Competition Requirement	Who places the order?	Invoice Path
Tangible Items (Supplies, materials, equipment and general services such as shredding, printing, equipment maintenance, painting, etc.)	Up to \$10K	None	Budget Manager authorized to place order without PO	Budget Manager submits invoice to AP directly with budget code and authorization to pay
	\$10,001 to \$109,300	3 vendor quotes or 1 cooperative contract quote	Purchasing places order via Dept Requisition & PO	Budget Manager submits & authorizes AP to pay against assigned PO
	Over \$109,300	Formal advertised bid or 1 cooperative contract quote	Purchasing processes formal bid & places order via Dept Requisition & PO	Budget Manager submits & authorizes AP to pay against assigned PO
Professional Services (Advisory services from professional/specialized consultants & independent contractors such as sign language interpreting, legal services, survey services, etc.)	Up to \$10K	None	Budget Manager authorized to request service without PO	Budget Manager submits invoice to AP directly with budget code & authorization to pay
	\$10,001 to \$109,300	3 vendor quotes or 1 cooperative contract quote	Purchasing places service request via Contract Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO
	Over \$109,300	Informal RFP or 1 cooperative contract quote	Purchasing places service request via Contract Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO
Construction (All construction activity must be processed with the direction of the Facilities and Operations Director)	Up to \$10K	None	Budget Manager authorized to request service without PO	Budget Manager submits invoice to AP directly with budget code & authorization to pay
	\$10,001 to \$60,000	3 vendor quotes or 1 cooperative contract quote	Purchasing places order via Dept Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO
	\$60,001 to \$199,999	Informal RFP	Purchasing places order via Dept Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO
	Over \$200,000	Formal advertised bid	Purchasing places order via Dept Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO