

Foreword

This Purchasing Manual has been developed by the Purchasing Department to aid all employees directly or indirectly associated with the functions of purchasing. Since rules and regulations are necessary for the proper operation of the public purchasing function, it is essential that all who are involved be well informed. This manual will explain and facilitate understanding of the functions, policies and procedures of the Purchasing Department. It shall also serve as a tool in personnel training regarding acquisition of goods and services.

The Purchasing Department will keep the Internet version of the Purchasing Manual current, and shall post all official updates and applicable forms and memos issued by the Purchasing Department. Therefore, College Departments no longer need to keep a full hard-copy of the manual.

The purchasing function involves the procurement of materials, supplies, equipment and services at the lowest possible cost, consistent with the quality needed to meet the required standards established and approved by President's Staff and the District Board of Trustees. This function is the sole responsibility of the Purchasing Department. Our goal is the promotion of the best interests of the College through intelligent action and fair dealings. This will result in obtaining maximum savings.

There are basic forms to support the on-line system to communicate the Department's requirements for goods/services to the Purchasing Department and to implement the purchasing procedure used in contracting with third parties. This manual will present these forms and explain their use at the college. For assistance in using the Genesis administrative system, please refer to the Genesis Manuals which are available on the Purchasing Department's website.

All Departments and the Purchasing Department must work together as a team to accomplish the purchasing task on a timely basis. Your help is requested and encouraged.

The Mission of the Purchasing Department is as follows:

1. To deal fairly and equitably with all suppliers wishing to do business with the College.
2. Provide professional procurement services for all departments throughout the College.
3. Assure adherence to all laws, regulations, and procedures.
4. Maximize competition for all procurements.

5. Obtain maximum savings through innovative buying and application of value analysis techniques.
6. Administer the contracting function with internal efficiency.
7. Purchase goods and services at the lowest price, consistent with quality performance and delivery requirements from capable suppliers meeting the College's requirements. Purchase post-consumer recycled material content products, when available and monetarily beneficial.

The purchasing process at the College usually involves:

- Departments determining their requirements for goods and/or services,
- Departments communicating those requirements to the Purchasing Department,
- Obtaining competitive pricing selecting sources of commodities and services,
- Issuing purchase orders and/or contracts,
- Receiving & inspecting materials, and
- payment thereof.

The Purchasing Cycle:

