

Los Angeles City College Administrative Services "How To" Book	Purchasing Procedures	VII D-3
How Do I Purchase Items With Total Cost Equal To Or Greater Than \$5,000 And Less Than Or Equal To \$72,400?		

A. Brief Description

These procedures are established to guide staff through the purchasing process for items with total cost including taxes and freight equal to or greater than \$5,000 (Five thousand dollars) and less than \$72,400 (Seventy-Two thousand four hundred dollars), the statutory bid limit.

B. How To

1. Identify the equipment or supplies needs.
2. Obtain three competitive written quotations from the vendor or internet and evaluate them.
3. Select the lowest quotation.
4. If the lowest quotation is not selected, contact the campus Purchasing department with justification and obtain approval for your recommendation or selection. If approved, the most responsive quotation is used.
5. If the vendor is a sole source vendor, obtain a sole source letter in-lieu of the three quotations. The Office of General Counsel does not normally accept the sole source argument. Other retailers can usually provide the required minimum of three written quotations.
6. Complete a Purchase Request Form online (**Section VII-A-I**) with the purchaser department information and the vendor information provided on the quotation. Refer to (**Section VII-B-I-2**) to see a completed sample Purchase Request Form and (**Section VII-B-1-1**) for instructions on how to fill out the Purchase Request Form.
7. Sign the Purchase Request Form as the requestor.
8. Submit the Purchase Request Form to the department head (Manager or Dean) to obtain signature of approval.
9. Submit the Purchase Request Form to the department's Vice President for signature of approval.
10. If the selected vendor is a new vendor, have the vendor fill out a Create Vendor Form and email the form to the District Contracts and Purchasing Section at ProcurementVendorMaintenance@email.laccd.edu. The Vendor Form can be found at (**Section VII-A-3**) on the college website. Sample completed Vendor Form can be

found at **(Section VII-B-3-2)**. Instructions on how to fill out the Vendor Form can be found at **(Section VII-B-3-1)**.

11. The Campus Purchasing department processes the Purchase Request in the SAP system.
12. The President or VP Admin. releases or approves the Purchase Request [Administrative Regulation B-19, (http://www.laccd.edu/admin_regs/documents/BRegs/B-19.doc)]. If both the President and Vice President of Administration are gone, a memo to the Chancellor is required to allow the VP of Academic Affairs or the Associate Vice President of Administration to approve or release the Purchase Request.
13. The Purchase Request is then routed to the College (Regional) Procurement Specialist to ascertain that all the requirements are met including the three written quotations and the subsequent selection of the lowest quotation.
14. If the item to be purchased is from a sole source vendor, the College (Regional) Procurement Specialist validates the sole source vendor letter and ensures that the purchase is in compliance prior to approving or releasing the Purchase Request (PR) for the generation of the purchase order.
15. The Campus Purchasing Department generates the Purchase Order and obtains the Vice President of Administration signature of approval.
16. The Campus Purchasing Department faxes a copy of the Purchase Order to the vendor.
17. The Campus Purchasing Department scans and emails a copy of the Purchase Order to the requestor.
18. The District Purchasing agent creates the Board item by running a report through SAP/R3 every two weeks for the Board agenda on behalf of all nine campuses within the District. The report generates all Purchase Orders into a single SAP report for the preparation of the Board item.
19. The Board of Trustees ratifies the Board item (list of Purchase Orders prepared by the Purchasing Agent) during the Board of Trustees meeting.
20. All transactions involving the aforementioned Purchase Order and amendments must be reported to the Board of Trustees for ratification within sixty days (60) of such transactions or when the Purchase Request is initially entered into the SAP system. **(Board Rule 7100.15)**