

Los Angeles City College Administrative Services How To Do Book	Purchasing Procedures	VII
		D-4
How Do I Purchase Items With Total Cost Equal To Or Greater Than \$72,400, The Statutory Bid Limit.		

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 \$72,400 (Seventy-Two thousand four hundred dollars), the statutory bid limit.

B. How To

1. Identify the department equipment or supplies needs.
2. Obtain a single quotation from a single vendor or internet and submit the quotation to the Purchasing department.
3. If the quotation equals the bid statutory limit of \$72,400 or higher (including taxes & freight), the district will handle the bidding process but the campus purchasing department has to enter the requisition in the SAP system and collect the end-user specifications for transmittal to the District Purchasing Department with the original approved requisition.
4. 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.
5. Sign the Purchase Requisition Form as the requestor.
6. Submit the form to the department head (Manager or Dean) to obtain a signature of approval.
7. Submit the form to the department's Vice President for signature of approval.
8. The Campus purchasing department processes the requisition in the SAP system using the vendor code (#7000000) designating the Purchase Requisition (PR) for formal bidding to be administered by the District's office Procurement department.
9. The President or Vice President of Administration 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 Vice President of Academic Affairs or the Associate Vice President of Administration to approve or release the PR.

10. District Purchasing Agent then creates a bid package by utilizing the specifications provided by the End-user via the Campus Purchasing department.
11. The District Purchasing Agent prepares a formal bid package.
12. The District Purchasing Department advertises the bid for a minimum period of two consecutive weeks.
13. The District Purchasing Department receives the sealed bids and opens in the public.
14. The bidder with the most responsive /responsible lowest priced bid is recommended.
15. The Purchasing Agent creates the Board item that must be approved by the Board of Trustee prior to the issuing of any purchase order.
16. Upon approval by the Board of Trustees, the District Purchasing Department generates the Purchase Order and transmits the Purchase order to the selected vendor to fulfill the requirements of the order.
17. No copy of the Purchase Order is sent to the end-user. The end user or requestor can view the PR (Purchase Requisition) inside of the SAP or contact the campus Purchasing Department for assistance.
18. All transactions involving the aforementioned Bidding Process must be submitted to the Board of Trustees for approval within sixty days (60) from the inception or when the Purchase Requisition is entered into the system. (**Board Rule 7100.15**)