

Los Angeles City College Administrative Services "How To" Book	Non-Competitive Procurement	VII D-7
How Do I Purchase Food/Cafeteria Supplies		

A. Brief Description

As per **Board Rule 7102.14 (California Public contract Code section 20660)**, the College President, or designee, is authorized to negotiate with vendors for furnishing perishable merchandise, food for preparing meals and related supplies not provided for by a District wide contract at the lowest possible cost consistent with the needs of the cafeteria with respect to service, delivery and quality. The College President is responsible for adhering to all procedures, rules and regulations established by District administration for accounting, control and payment authorization for such materials obtained. It is worth noting that LACC does not have a cafeteria at this time.

B. How To

1. The Cafeteria uses its own Order Report Form for purchasing and is not subject to competitive biddings.
2. The Cafeteria does not utilize the campus Purchasing Department for processing its purchasing documents at this time.
3. The Cafeteria submits their vendor invoices and the Order Report form to the District Accounts Payable for reviewing, board ratification and payment.
4. Checks are generated at the District Accounts payable Office for the Order Reports/ invoices and mail to the respective vendors.