

Los Angeles City College Administrative Services "How To" Book	Purchasing Procedures	VII
		D-I
How Do I Purchase Items With Total Cost Up To \$2,500?		

A. Brief Description

These procedures are established to guide staff through the purchasing process for items with total cost including freight and taxes up to \$2,500.00 (Two thousand five hundred dollars). **(Micro Purchases)**

B. How To

1. Identify the equipment or supplies needs.
2. Obtain one informal written quotation (**not necessarily required**) from the vendor or internet
3. 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.
4. Sign the Purchase Request Form as the requestor.
5. Submit the form to the department head (Manager or Dean) to obtain a signature of approval.
6. Submit the Purchase Request Form to the department's Vice President for signature of approval.
7. 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)**.
8. The College Purchasing Department processes the Purchase Request in the SAP system. The timeline for the College Purchasing Department to process the Purchase Request in the SAP system for the Vice President of Administration approval is approximately five (5) working days.
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 VP of Academic Affairs or the Associate Vice President of Administration to approve or release the Purchase Request.

10. The College Purchasing Department generates the Purchase Order and obtains the Vice President of Administration signature of approval.
11. The College Purchasing Department faxes a copy of the Purchase Order to the vendor.
12. The College Purchasing Department scans and emails a copy of the Purchase Order to the requestor.
13. 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.
14. The Board of Trustees ratifies the Board item (list of Purchase Orders prepared by the Purchasing Agent) during the Board of Trustees meeting.
15. 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.
Reference: **Board Rule 7100.15**