

Los Angeles City College Administrative Services "How To" Book	Other Miscellaneous Purchases	VII D-8
How Do I Purchase with the Authorization to Pay Form		

A. Brief Description

The Authorization to Pay Form is used to purchase library materials, library rental and books, pamphlets, educational films, instructional software, test and audio-visual materials. At present, the Authorization to Pay Form is used for the payments of library materials and books including materials and books automatically shipped based on long-term agreement with the District (LACCD) and certain vendors including Baker & Taylor, Nolo Press etc. The Authorization to Pay is used where there is no requirement for advertising of bids or estimates. (Educational Code 81651).

B. How To

1. The Library staff generates the order via the respective vendor computerized system. (At present, only the LACC library is utilizing the Authorization to Pay system).
2. Certain orders for updated books and materials are automatically generated and shipped by the vendors based on long-term standing agreement with the District (LACCD).
3. Upon the shipment of any order to the library, the Receiving Department receives the shipment on behalf of the library and signs for shipment.
4. The Receiving Department then delivers the shipment to the campus mailroom for pick up by the Library staff.
5. The Library staff receives and signs for the shipment from the campus Mailroom.
6. The Library staff counts the items received and verifies the quantity shipped and received by using the packing slip, delivery order or invoice.
7. The Library staff checks for damaged books or materials and returns them with the return forms sent by the vendor.
8. The library staff then prepares the Authorization to Pay document based on the quantity of books or materials ordered and received. (In certain cases, updated materials and books are shipped based on the standing agreement between the vendor and the LACCD without any initiation by the Library staff).
9. The Library staff attaches the vendor invoice(s) to the Authorization to Pay document and submits the documents to the Department Chairperson for signature of approval.
10. The Library staff submits the Authorization to Pay Form with the invoice(s) attached for the Dean signature of approval.

11. The Library staff then submits the signed Authorization to Pay Form to the Vice President of Academic Affairs for signature of approval.
12. After obtaining the Vice President of Academic Affairs signature of approval, The Library staff submits the Authorization to Pay Form to the Business Office staff for processing.
13. The Business Office staff submits the Authorization to Pay documents to the Associate Vice President of Administration and the Vice President of Administration respectively for signatures of approval and scans the Authorization to Pay document to the Business Office computer storage file.
14. The Business Office staff sends back a copy of the approved Authorization to Pay document to the Library.
15. The Business Office staff sends the original copy of the Authorization to Pay document to the District Office Accounts Payable for check generation.
16. The District Office Accounts Payable generates the check and mails the check to the vendor.
17. The District Office Accounts Payable staff prepares the Board Item with the amount and purpose of the purchase and submits the Board item to the Board of Trustees for ratification.