Purchasing at College of the Sequoias is decentralized for operational purchases. Managers will make wise purchasing decisions balancing cost and utility.

Purchasing can be made with a District credit card or a District purchase order. All purchases must be approved by the immediate supervisor. The District uses the State supported Cal Card program. Employees who need to make purchasing decisions can apply for a Cal Card with Supervisor approval, and approval of the Vice President of Administrative Services. Use of the College of the Sequoias Cal Card is a privilege and employees who fail to turn receipts on time that match the bank statement, or whose monthly reporting is not accurate will have their Cal Card revoked.

Supervisor signature or approval in Banner is agreement that the items purchased are necessary for the program and are in alignment with program review and/or annual reports and the purchase is a cost effective use of taxpayers’ monies. Supervisors are responsible for the purchases of their subordinates under Purchase Orders or Cal Card transactions.

Employees may not at any time make purchases for the College without a Cal Card or Purchase Order. Verbal or written agreements that do not follow the purchasing procedure will be considered a personal purchase since the employee has entered into a personal agreement with the vendor. Some vendors only process via check requests, if an invoice is received and approved by the recipient, this process will be honored by the College.

Contracts under $25,000 do not need Board approval and can be signed by the Superintendent/President or appropriate Vice President. Contracts that have been board approved can be renewed for two additional years without Board approval. Contracts exceeding $100,000 per year must be approved by the Board each year.

Employees may not make expenditures for the College of the Sequoias with a relative, roommate, parents, grandparents, uncles, aunts, and cousins, siblings or children without notifying the immediate supervisor who approves the PO or Cal Card charges.

The process for personal services contracts is covered in AP6370.

September 23, 2008