

## **BP 6330      Purchasing**

### References:

Education Code Section 81656;  
Public Contract Code Section 20650 and 20651

The CEO is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

Purchases of goods and services are to be made by Business Services in accordance with appropriate sections of the Education Code and other State Codes, and shall not cause any District budget allocation to be exceeded (Ed. Codes Sections 81641, 81645, 81645.5, and 81656 and Public Contract Sections 20650 and 20651).

For the purchase of supplies and equipment, the District can be bound only by a written contract or purchase order. For contract signature requirements, see Policy 6340. Purchase orders issued by the District can be signed by the CEO, CBO, or Associate Vice President, Business Services. Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the District (Ed Code 81656).

See Administrative Procedure 6330

Approved: October 28, 2020

Next Review Date: Fall 2026