

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2130 Purchasing and Contracting Policy

The Adopted Budget shall be used as the primary constraint under which purchases by specific budgeted category may be made during a given fiscal year. Although the administration may procure goods and/or services in accordance with the Adopted Budget without concurrent Governing Board approval, the Board must ratify such actions as follows: the Board will be presented with a list of purchase orders issued during the month for ratification of such transactions; and with a list of warrants, also for ratification, in payment of purchase orders issued in that or previous months.

The Vice President for Administrative Services is the principal purchasing agent for the District, and as such, has discretionary authority to establish and implement the necessary processes and procedures to discharge this responsibility.

The Superintendent/President, the Vice President for Administrative Services, and such others as may be designated by the Superintendent/President, are authorized signators for contracts, including purchase orders, and other official documents which facilitate the acquisition of goods and services.

In those instances in which compliance with the Public Contract Code and/or the Education Code requires that purchasing or contracting be made by means of advertising for bids, the Vice President for Administrative Services shall seek the approval of the Board prior to advertising for such bids.

Administrative procedures shall be established by the Vice President for Administrative Services to accomplish the purchasing process at Monterey Peninsula College.

Reference: Education Code 81651, et seq., 82500, 82501.
Public Contract Code 20650, et seq.

Adopted: June 1, 1988.