



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Administrative Procedure

Chapter 6 – Business and Financial Services

AP 6330 – PURCHASING AND CONTRACT SERVICES

Office of Primary Responsibility:

Executive Business Officer
Purchasing and Contract Services

The Department of Purchasing and Contracts shall be responsible to develop and maintain acceptable processes for purchasing and contracts. These processes will be included in the District's Purchasing Training Manual and made available on the Department's web page.

Purchase Requisitions (electronic) are to be utilized throughout the District to request required materials and services. These serve two major purposes:

1. The Purchase Requisition is used to present a formal request for materials and/or services needed.
2. When approved online by the appropriate approvers, the Purchase Requisition is an authorization to charge the item(s) requested to the project/site/office/department budget.

Purchase Requisitions are generally used within the District. It is the basis for Purchasing and Contract Services' negotiations with outside vendors to procure the items or services requested.

IMPLEMENTATION

The Vice Presidents of Administrative Services, Directors and Special Program Managers or their designees are to assist employees within their authoritative area(s) in requesting materials and services.

References: BP 6330 and [Purchasing Training Manual](#)
Public Contract Code Section 20650 and 20651
Education Code Section 81656

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