



## STANDARD OPERATING PROCEDURE

<b>DEPARTMENT</b>	Business and Administrative Services	<b>TITLE</b>	Purchasing
<b>PURPOSE</b>	This procedure is intended to provide college staff and departments with the information necessary to order supplies, materials, equipment, or services.		

### PROCEDURE

To facilitate the availability of goods or services when needed, submit purchase order requisitions at least 45 days in advance of the delivery/receiving date. Purchase order requests are submitted by the department head to the dean and/or assigned staff member for review/submission.

The District policies/procedures can be accessed via the District website: <https://web.peralta.edu/districtpurchasing/>, to include the procurement process, vendor registration, order terms and conditions, as well as current Bids, RFPs and RFQs.

The overseeing department is to submit purchase order requisitions through the Peoplesoft Financial Module.

1. After the requester has initiated the requisition, the requisition is routed to the appropriate instruction or student services manager, and the Business Office. Once the availability of funds in the specified expenditure account is verified, the purchase requisition is routed to the Purchasing Department in General Services.
2. Once the purchase order is dispatched by the District Purchasing Agent, the vendor shall be notified with intent to purchase the goods or services.

**NOTE:** Goods or Services ordered prior to the appropriate approvals are the responsibility of the person initiating the purchase. Unauthorized purchases are the financial responsibility of the person initiating the order. All requisitions/purchase orders must be cleared (delivered and paid) by the end of the current fiscal year (June 30<sup>th</sup>). Any goods or services received or rendered after June 30<sup>th</sup> of the current fiscal year will be charged to the new fiscal year.

No purchases shall be made except as provided by California Laws, board policies and procedures for purchasing. Only officers or employees expressly authorized by board policy and the purchasing procedures shall make any purchase or enter any contract for the purchase of goods, supplies and services on behalf of Peralta Community College District. Any purchase or contract made in violation of board policy, or the purchasing procedure is void and not binding on the district.

### RESOURCES

District Purchasing Website:  
<https://web.peralta.edu/districtpurchasing/>

Create and Approve Requisition Job Aid  
[https://web.peralta.edu/oneperalta/files/2018/06/ONEPeralta\\_Requisitions\\_JobAid-1.pdf](https://web.peralta.edu/oneperalta/files/2018/06/ONEPeralta_Requisitions_JobAid-1.pdf)

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