

EL CAMINO COMMUNITY COLLEGE

From Requisition to BPO/PO

By Rita McCullum



AGENDA:

- PURCHASING MISSION
- FISCAL SERVICES INTRODUCTION
- TERMS & CONDITIONS/REGULATIONS
- REQUISITION/QUOTE
- BPO VS PO
- DISTRICT TRAVEL/
- REIMBURSEMENTS
- SURPLUS
- Q&A



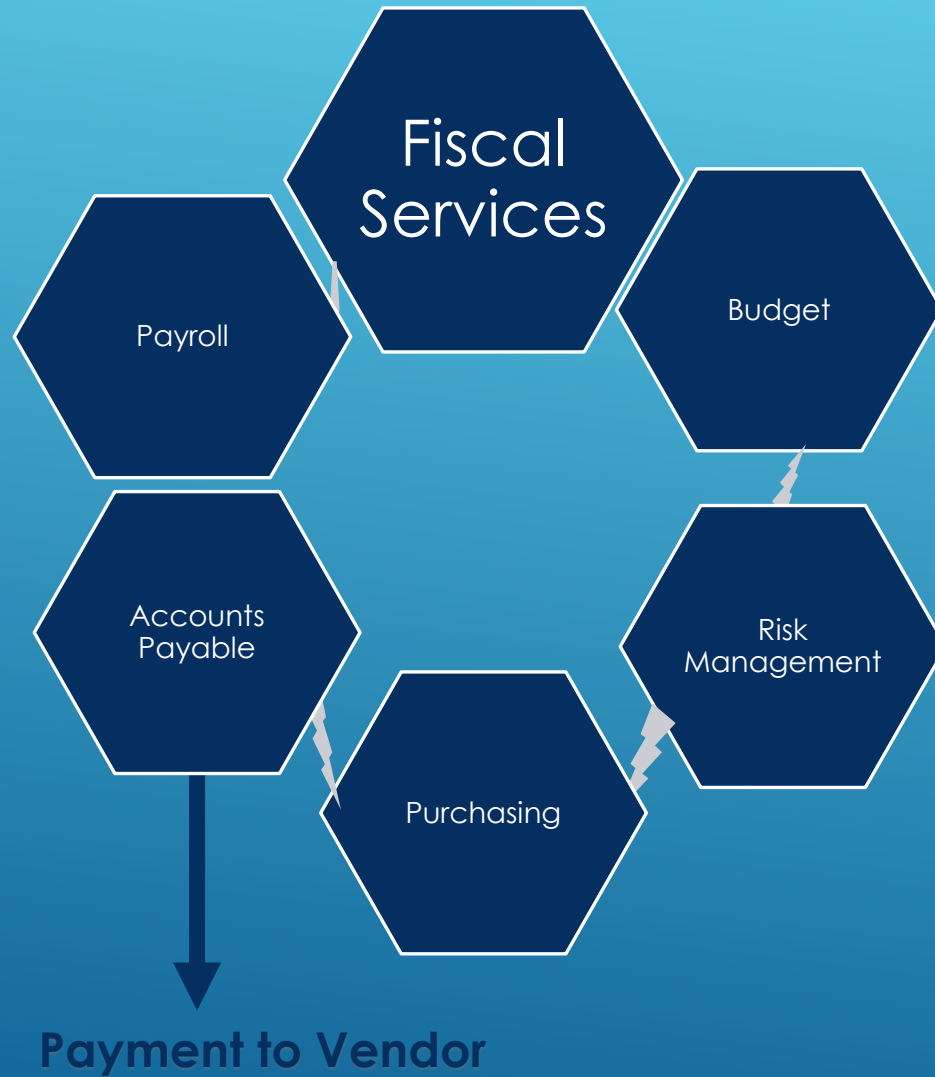
PURCHASING MISSION:

The mission of the El Camino Community College District's Procurement Services Division is to provide clients with innovative, customer centered, market driven and value added solutions in purchasing goods and services for the District while finding ethical, legal and policy compliant ways to obtain these goods and services.



Procurement Services

FISCAL SERVICES:



Administrative Services:

Bob Suppelsa – Vice President

Fiscal Services Division/ Directors:

Rita McCullum - Procurement Services

Melissa Guess - Accounts Payable

Jeff Hinshaw - Budgeting/Accounting

Leo Barrera - Risk Management

REQUISITION to PO to PAYMENT

PURCHASES: LESS \$109,300





PURCHASING THRESHOLDS

1 quote Purchase less than \$9,999

2 quotes Purchases \$10,000 to \$109,300

Formal Bid or Cooperative Agreement \$109,300

CONTRACTS

Purchasing procedures are regulated and set forth by the board of trustees, the California public contract code, the California education code and other regulatory agencies . The following are examples of some regulations:

- Public Contract Code sections 20650 - 20660 et seq
- Education Code sections 81550 et seq, 81651
- Government Code sections 10298, 53060, 6250-6270
- Board Policy and Administrative Procedures
- Education Code Sections 81641, et seq.;
- 2 Code of Federal Regulations (*CFR*), Section 200 and 400



CONTRACTS CONTINUE:

Board Policy 6340 /Bid and Contracts

The Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

-PO/Contracts less than \$50,000

are not enforceable obligations until they are **approved** or **ratified** by the Board.

-PO/Contracts of \$50,000+

for services, goods, equipment or supplies to be furnished or sold to the District **shall require prior approval by the Board.**

-\$109,300 formal bid

- The Board shall award contract to the **lowest responsible bidder (IFB)**, or what represents to be the "best value" (RFP) to the District and who meets the specifications published by the District, and who shall give such **security as the Board requires**, or reject all bids.





REQUISITIONS:

Must Include:

- Educational Purpose - Books for counselor advisement to students, Board Approved 06/21/2023
- Description of Items
- Itemized with descriptions and item number
- Board Approval (when required) (current \$25,000+)
- Purchasing converts to PO when approved within Colleague -> Received within Purchasing
- Supporting Docs (Contract, Quotes, Estimate, Invoice, etc.)

BPO VS PO - WHEN TO USE:

BPO = Blanket Purchase Order

- Scope of Services
- Multiple Payments to Vendor
- Multiple GL Codes
- Recommended Expiration Date: 6/30/2024
- All contracts with multiple payments
- \$10,000 or less

PO = Purchase Order

- Itemized
- One Payment to vendor
- Multiple GL codes



P-CARD

Purchasing Card: A purchasing card is a ECC business credit card that can be used for small dollar purchases of goods and services by authorized District business.

- P-Card used to procure low-cost goods and emergency services
- Purchases \$5,000 and below (purchase amount limit and P-Card monthly limit)
- Purchases CANNOT be split to circumvent the transaction limit value restriction (\$5,000)
- Purchases are subject to audit review of receipts
- Monthly receipts are required within seven (7) days or less of monthly request
- No Equipment Purchases (Items exceeding \$200/unit are defined as equipment and require assets tagging).

P-CARD CONTINUE

Purchase Type	Category
Memberships & Dues	Allowable
Tech Accessories ONLY	Allowable
Food for an event + business meals	Allowable
General supplies	Allowable
Professional Development	Allowable
Conferences, Webinars, Training	Allowable
Non construction emergencies	Allowable
District business related travel	Allowable
District Sponsored Events	Allowable

Purchase Type	Category
Construction expenditures	Prohibited
Chemicals & <u>HazMat</u>	Prohibited
Club Dues & contributions	Prohibited
Computers & Software	Prohibited
Professional Services & Contracts	Prohibited
Gifts, entertainment, parties	Prohibited
Utilities, Maintenance, Repairs, <u>Equipment</u>	Prohibited
Photography, <u>Drycleaning</u> , <u>Spas</u> , <u>etc.</u>	Prohibited
Internet, Phone service	Prohibited

Allowable &
Prohibited
Purchases

DELIVERIES: WAREHOUSE AT CENTRAL RECEIVING

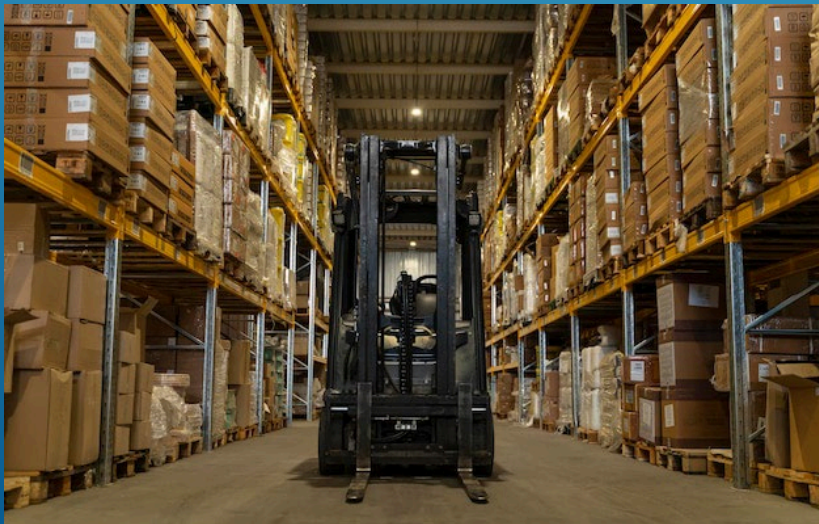
All purchases must be delivered to:

3400 W. Manhattan Beach Blvd.

Torrance, CA 90506

unless otherwise specified by the Purchasing Department

Note: Items delivered to address other than ECC District may not be paid



CONFIRMING INVOICE /PO:

Orders issued to a vendor or entered in the procurement database after services have been performed or receipt of goods, supplies or equipment has occurred are generally prohibited, except in very limited circumstances. These circumstances include emergencies as defined by Public Contract Code section 20654.



CHANGE ORDERS:

If any **change or alteration** of a contract/PO governed by the provisions of this article is ordered by the governing board of the community college district, such change or alteration shall be specified in writing and the cost agreed upon between the governing board and the contractor. The board may authorize the contractor to proceed with performance of the change or alteration without the formality of securing bids, if the cost so agreed upon does not exceed the greater of:

(a) The amount specified in Section 20651 or 20655, whichever is applicable to the original contract; or

(b) Ten percent (10%) of the original contract price.

PCC: 20650, 20651, 20651.2



SURPLUS

Education Code Sections 81450 through 81460 and Board Policy 6550

Board Policy 6550 Disposal of Property and Fixed Assets

All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property or capitalized fixed assets at any time without the Superintendent/President's authorization.



Education Code Sections 81450 through 81460

(a) The governing board of any community college district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation there; or if there is no such newspaper, then in a newspaper having a general circulation in the district; or if there is no such newspaper, then in a newspaper having a general circulation in a county in which the district or any part thereof is situated. The board shall sell the property to the highest responsible bidder or reject all bids.

(b) The governing board may choose to conduct any sale of personal property authorized under this section by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

TRAVEL /REIMBURSEMENT:

Faculty, staff, and student representatives are authorized to travel on behalf of the District and will be reimbursed for necessary expenses within budget appropriations and maximum per diem allowances. Completion of Travel Request and Expense Reimbursement Form


The Travel Request and Expense Reimbursement Form shall enumerate all the items connected to the trip including, but not limited to:

1. Airfare
2. Hotel/Lodging
3. Meals/Per Diem
4. Registrations
5. Transportation (including personal car)
6. Incidentals

Miscellaneous Travel Expenses Travel Request and Expense Reimbursement Form shall include all supporting documentation (registration form, conference brochure, hotel reservation, flight information, etc) AP 7400



PER DIEM: [WWW.GSA.GOV/TRAVEL/PLAN-BOOK/PER-DIEM-RATES](https://www.gsa.gov/travel/plan-book/per-diem-rates)

 U.S. General Services Administration

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Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool to calculate trip allowances](#).

Search by City, State or ZIP

For Fiscal Year:

2023 (Current Year)

California

City (optional)

OR

ZIP

Find Rates

Search by State

For Fiscal Year:

2023 (Current Year)

Overview

[FY 2023 Per Diem Highlights](#)

[FAQ](#)

[Per Diem Contacts](#)


[M&IE Breakdown](#)

[Factors Influencing Lodging Rates](#)

[Per Diem Boundaries](#)

[Fire Safe Hotels](#)

[Per Diem Files](#)



TRAVEL RESOURCES

[Per Diem](#) [Meals & IE](#) [Airfares](#) [Hotels](#) [POV Mileage](#)

PER DIEM LOOK-UP

1 Choose a location

State

- Select -

City (optional)

OR

ZIP

Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the [Department of Defense](#).

Rates for foreign countries are set by the [State Department](#).

2 Choose a date

Select Fiscal Year

- Select -

Travel start date (mm/dd/yyyy)

Travel end date (mm/dd/yyyy)

Rates are available between 10/1/2012 and 09/30/2023.

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entries

10 ▾

Filter Results...

Primary Destination i	County i	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel i
Antioch / Brentwood / Concord	Contra Costa	\$74	\$17	\$18	\$34	\$5	\$55.50
Bakersfield / Ridgecrest	Kern	\$64	\$14	\$16	\$29	\$5	\$48.00
Barstow / Ontario / Victorville	San Bernardino	\$64	\$14	\$16	\$29	\$5	\$48.00
Death Valley	Inyo / NAWS China Lake	\$69	\$16	\$17	\$31	\$5	\$51.75
Eureka / Arcata / McKinleyville	Humboldt	\$69	\$16	\$17	\$31	\$5	\$51.75
Fresno	Fresno	\$69	\$16	\$17	\$31	\$5	\$51.75
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$74	\$17	\$18	\$34	\$5	\$55.50
Mammoth Lakes	Mono	\$79	\$18	\$20	\$36	\$5	\$59.25
Mill Valley / San Rafael / Novato	Marin	\$74	\$17	\$18	\$34	\$5	\$55.50
Monterey	Monterey	\$74	\$17	\$18	\$34	\$5	\$55.50

PROCUREMENT STAFF IS HERE TO SUPPORT
YOU, AND WE NEED YOUR HELP!

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Q&A



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