I. PURPOSE

To provide the Purchasing Department with adequate time to make necessary arrangements for the purchase and delivery of goods and services requested.

II. PROCEDURE

A. Adequate time must be provided to process Department Requisitions forwarded to the Purchasing Department. The standard lead time required between an approved Department Requisition and the issuance of a Purchase Order is as follows:

1. All purchases in excess of $25,000 that require competitive bidding, must follow procedures established for a formal sealed bid. It is required that this bid invitation be advertised in a newspaper of general circulation or listed on the College’s website. If the purchase exceeds $25,000 but does not exceed $250,000, it may be approved by the College President, the Provost of Operations or the Provost for Education. Purchases in excess of $250,000 must be presented to the District Board of Trustees (hereafter referred to as the Board) for approval as a special agenda item.

   a. If Board approval is required as described above, the originating department should allow for a lead time of six to eight weeks prior to the next scheduled Board meeting from the time that the requisition is received in the Purchasing Department. The Purchase Order may be released to the vendor only after the award of Bid is approved by the Board.

2. Purchases exceeding $5,000 but not exceeding $25,000 require that at least three quotations be obtained by the Purchasing Department.
a. If the Purchasing Department is required to solicit quotations as described above, the originating department should allow for a lead time of three weeks from the time that the requisition is received in the Purchasing Department.

3. For all purchases of $5,000 or less, a Purchase Order may be issued at the discretion of the Purchasing Department.
   a. If a Purchase Order may be issued solely at the discretion of the Purchasing Department as described above, the originating department should allow for a lead time of two weeks from the time that the requisition is received in the Purchasing Department

4. If it is determined that a Request for Proposal is required for goods and/or services in excess of $25,000, then the ensuing lead time will be significantly longer than a sealed bid.
   a. In this instance, an evaluation committee must be appointed and all meetings of this committee are required by law to be advertised in advance and open to the public.
   b. All awards of Request for Proposals must be approved by the Board regardless of dollar amount.

5. Regular Board meetings are scheduled once a month, and the schedule is published on the College’s website. Personnel should acquaint themselves with that schedule to assist in meeting deadlines and determining required lead times, if applicable.

6. The originating department should also allow for the time that the vendor may require for delivery. Some items can be delivered within one day after the Purchase Order is received, while other items may require as much as 120 days.

7. Lead time consideration must also be given to special timeframes and cutoff dates for processing Department Requisitions at fiscal year end. Specific information in connection with fiscal year end processing times and cutoff dates shall be published and distributed by the Office of the Vice Provost for Business Affairs on an annual basis.

11/8/05
PRESIDENT                DATE