

North Orange County Regional Occupational Program

Administrative Regulation

ROP AR 3320 (a)

PURCHASING

The North Orange County ROP has a decentralized purchasing process. Therefore, the need for written procedures is imperative to ensure the purchase of supplies and equipment, and to ensure services are conducted in a manner which abides by all state laws and regulations, and are within the Board approved budget authority. In addition, procedures identified below should assist the ROP by spending money in the most effective manner.

The following instructions are provided to clarify use within the ROP of Petty Cash Vouchers, Payroll Revolving Fund, Open Purchase Orders, Verbal Purchase Orders, and Confirming Purchase Orders.

Petty Cash Vouchers (Revolving Fund)

- Use when the normal Purchase Requisition process would disrupt the operations within the ROP.
- Use when vendors will not accept a purchase order.
- Use for purchases up to \$100, and \$300 for purchase of pre-school supplies. Petty Cash Vouchers in excess of these amounts will require Superintendent or an Assistant Superintendent preapproval.
- Use when conference registration and travel advances are needed. Attach a supervisor-signed Petty Cash Voucher for each type of advance that is needed.

The Business Office will not process Petty Cash Vouchers unless the required information on the voucher is provided and all previous petty cash disbursements have been cleared. Petty Cash Vouchers should not be used to circumvent the Purchase Requisition process.

Payroll Revolving Fund

- Use only for employee emergency payroll advances, which are approved by the Assistant Superintendent, Administrative Services, and the Assistant Superintendent, Business Services.

Open Purchase Orders

- Use Open Purchase Orders when purchasing supplies or services throughout the year from the same vendor.

Payments on Opens will not be processed by the Business Office unless a signature approving payment is reflected on the invoice or packing slip. Administrators/Managers will be provided, quarterly, the status of each Open P.O. under their jurisdiction.

Verbal P.O.s

- Use for emergency repairs, purchase of airlines tickets, and for the purchase of emergency supplies and equipment needs, when the vendors will accept a Purchase Order (P.O.).

Requests for verbal P.O.s are to be made by the Administrators/Coordinators/Managers or their Administrative Assistants to the Accounting Technician, Accountant/Fiscal Services Manager or Assistant Superintendent, Business Services.

A Purchase Requisition should be prepared as soon as possible with the verbal P.O. number, previously provided, indicated in the appropriate space on the Purchase Requisition.

Confirming P.O.s

- Use only for payment of specific contracted services; i.e., repair of equipment, contracted consultants and speakers, airline travel costs, and purchases from districts' warehouses. This method will not be used to obtain services or goods other than for those items listed above unless approved by the Superintendent or an Assistant Superintendent.

Attached as Exhibit A is the approved matrix for the purchase of supplies, equipment, and services for our ROP. Strict adherence to the published dollar limits and approved budget authority is requested.

March 15, 2006

North Orange County Regional Occupational Program

ROP No. E 3320

PURCHASING APPROVAL MATRIX

General criteria:

- Must have Administrator/Manager approval before expenditures are made.
- All expenditures must be within approved budget.
- All prices must include shipping, handling and taxes.

	Administrator/ Manager	Assistant Superintendent	Superintendent	Board Approval
Petty Cash Up to \$100	√			
Petty Cash Exceeding \$100	√	√		
Acquisition of Supplies, Equipment, & Services Up to \$3000	√			
Acquisition of Supplies, Equipment, & Services Exceeding \$3000 up to \$15,000 (3 telephone quotes)	√	√		
Acquisition of Construction Services Exceeding \$15,000	√	√	√	√
Acquisition of Supplies, Equipment, & Services Exceeding \$15,000 up to \$50,000 \$72,400 See notes 1 & 2 (3 written quotes)	√	√	√	
Acquisition of Supplies, Equipment, & Services Exceeding \$50,000 \$72,400 See notes 1 & 2	√	√	√	√

Notes:

1. Services do not include construction services.
2. Construction services exceeding \$15,000 require legal bids.