

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Gari Browning
DATE: November 12, 2008
SUBJECT: Review of Purchase Orders

Consent Agenda item

Board Policy 6330 delegates to the Superintendent/President or designees "...the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District." Both Policy and Education Code Section 81656 state such purchases shall be reviewed by the Governing Board every 60 days.

Both the Purchase Order and the Blanket Purchase Order reports are attached. Purchase Orders (PO) are typically issued for single transactions of materials to be delivered at one time, such as computers, office supplies, etc. Blanket Purchase Orders (BPO) are usually issued for annual procurements of goods or services that will be provided at various or on-going times throughout the year, such as utilities, emergency auto parts, maintenance agreements, etc. Both types of transaction have been issued in compliance with the administrative process. Funding for every PO and BPO has been identified from a Board approved budget account, authorized by the budget manager, reviewed by appropriate administrative offices (i.e. Facilities, Information Technology, etc.), and verified by the professional staff in the Purchasing and Contracts Department before being issued. There is a three step check and balance system by separate individuals to prevent fraud or misappropriation, consisting of transaction review at the time of order, receipt, and payment.

RECOMMENDATION

The President/Superintendent recommends that the Board of Trustees signify review of the purchases on the attached page(s) by majority vote.

Attachment: Purchase Order List
Blanket Purchase Order List

PO LIST

<u>PO Number</u>	<u>VENDOR NAME</u>	<u>PO DATE</u>	<u>PO TOTAL AMT</u>
P0008376	Spectrum Chemical & Lab Products	9/2/2008	\$ 308.99
P0008377	Bay Area News Group	9/2/2008	\$ 464.83
P0008378	Team One Solutions	9/2/2008	\$ 1,076.63
P0008379	Business Journal	9/2/2008	\$ 759.00
P0008380	One Work Place	9/3/2008	\$ 562.47
P0008381	Edvotek Inc.	9/3/2008	\$ 553.66
P0008385	BioRad	9/3/2008	\$ 402.98
P0008386	Sigma-Aldrich, Inc.	9/5/2008	\$ 393.30
P0008388	Santa Cruz Biotechnology, Inc	9/5/2008	\$ 1,242.45
P0008390	Westco Parking Technologies	9/5/2008	\$ 1,566.00
P0008391	CompUSA	9/8/2008	\$ 418.16
P0008392	Kennedy-Webster Electric Co.	9/8/2008	\$ 2,483.73
P0008393	HP Direct	9/8/2008	\$ 3,514.51
P0008394	altE	9/8/2008	\$ 2,144.05
P0008395	Folger Graphics	9/9/2008	\$ 396.62
P0008396	Sign Zone	9/10/2008	\$ 554.63
P0008398	One Work Place	9/11/2008	\$ 1,189.20
P0008401	Sehi Computer Products	9/12/2008	\$ 65,858.53
P0008402	HP Direct	9/12/2008	\$ 54,481.58
P0008403	Union Sanitary District	9/15/2008	\$ 65,378.95
P0008405	Fisher Scientific Company	9/16/2008	\$ 733.40
P0008407	Harland Technology Services	9/16/2008	\$ 1,421.48
P0008409	David F. O'Keefe Co	9/16/2008	\$ 8,190.38
P0008410	Office Depot	9/16/2008	\$ 619.71
P0008411	Sehi Computer Products	9/16/2008	\$ 3,751.88
P0008412	Ohlone College Bookstore	9/16/2008	\$ 649.24
P0008413	Almaden Press, Inc.	9/17/2008	\$ 4,550.00
P0008414	Folger Graphics	9/17/2008	\$ 7,579.88
P0008415	Bay Area News Group	9/17/2008	\$ 300.00
P0008416	Bay Area News Group	9/17/2008	\$ 300.00
P0008417	Rajala Rehab Products	9/18/2008	\$ 10,097.05
P0008418	Viasys Healthcare	9/19/2008	\$ 25,295.00
P0008420	San Francisco Chronicle	9/19/2008	\$ 880.00
P0008424	Bay Central Printing & Copy Center	9/22/2008	\$ 808.68
P0008425	Apple Computer Inc	9/22/2008	\$ 2,225.02
P0008426	Intervision Systems Technologies, I	9/22/2008	\$ 639.83
P0008430	Computerland of Silicon Valley	9/23/2008	\$ 8,971.88
P0008433	Baker & Taylor	9/24/2008	\$ 380.75
P0008434	Carolina Biological Supply	9/24/2008	\$ 514.77
P0008436	Laerdal Medical Corp	9/25/2008	\$ 64,905.37
P0008438	One Work Place	9/26/2008	\$ 1,058.09
P0008439	Oracle Corporation	9/26/2008	\$ 543.75
P0008440	APTA	9/26/2008	\$ 2,950.00
P0008442	Rexel Pacific	9/29/2008	\$ 6,256.40
P0008443	Workflow One	9/30/2008	\$ 326.25
P0008445	Tams-Witmark Music Library, Inc.	9/30/2008	\$ 5,028.75
			\$ 362,977.83

BPO LIST

<u>BPO Number</u>	<u>VENDOR NAME</u>	<u>BPO DATE</u>	<u>BPO TOTAL AMT</u>
B0004038	Baker & Taylor	9/2/2008	\$ 15,000.00
B0004039	Next Level Data & Telephone Systems	9/2/2008	\$ 3,000.00
B0004040	Office Depot	9/5/2008	\$ 400.00
B0004041	All American Publishing	9/5/2008	\$ 1,350.00
B0004042	Dale Hardware Inc.	9/9/2008	\$ 2,500.00
B0004043	Simplex Grinnell	9/9/2008	\$ 1,310.00
B0004044	Hulbert Lumber Co.	9/9/2008	\$ 2,000.00
B0004045	Musson Theatrical	9/9/2008	\$ 600.00
B0004046	Robert/Pauline Mclvor	9/9/2008	\$ 500.00
B0004047	Total Compensation Systems Inc	9/9/2008	\$ 6,400.00
B0380901	Automatic Controls Engineering Corp	9/9/2008	\$ 9,750.00
B0004048	Cal Coast Telecom	9/9/2008	\$ 2,725.00
B0004049	Cal Coast Telecom	9/9/2008	\$ 1,500.00
B0004050	Stuart Rental Co	9/9/2008	\$ 897.00
B0004051	Western Control Services Inc	9/9/2008	\$ 14,768.68
B0004052	Office Depot	9/10/2008	\$ 2,000.00
B0004055	Office Depot	9/10/2008	\$ 1,000.00
B0004056	Office Depot	9/10/2008	\$ 1,000.00
B0004057	Office Depot	9/10/2008	\$ 500.00
B0004060	Perry-Smith LLP	9/11/2008	\$ 2,600.00
B0004061	South Bay Reg. Public Safety Training Consortium	9/11/2008	\$ 672,855.94
B0004062	Affiliated Computer Services	9/11/2008	\$ 2,100.00
B0004063	Official Payments Corp	9/11/2008	\$ 52,000.00
B0004064	Centerville Saw & Tool Inc.	9/11/2008	\$ 500.00
B0004065	Office Depot	9/11/2008	\$ 500.00
B0004066	Office Depot	9/12/2008	\$ 1,000.00
B0004067	Office Depot	9/16/2008	\$ 250.00
B0004068	Almaden Press, Inc.	9/22/2008	\$ 5,830.00
B0004069	Fricke-Parks Press	9/22/2008	\$ 7,000.00
B0004075	Office Depot	9/24/2008	\$ 1,000.00
B0004076	CBS Outdoor	9/24/2008	\$ 4,227.29
B0004077	Office Depot	9/25/2008	\$ 1,000.00
B0004078	Marine Science Institute	9/26/2008	\$ 500.00
B0004079	1099 Pro Inc.	9/26/2008	\$ 9,703.43
B0004080	US Bank	9/29/2008	\$ 14,310.15
B0004081	Peninsulators	9/29/2008	\$ 300.00
B0004082	Pipe Pros, Inc	9/29/2008	\$ 5,000.00
B0004083	Rexel Pacific	9/30/2008	\$ 2,000.00
			\$ 849,877.49