

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Gari Browning

DATE: December 10, 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 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

PO #	PO Vendor	PO Date	PO Amount
P0008446	Fresh & Natural	10/1/2008	\$750.00
P0008448	Paradigm Publishing	10/2/2008	\$1,899.68
P0008449	Apple Computer Inc	10/3/2008	\$1,494.91
P0008450	CDW-G	10/6/2008	\$3,086.72
P0008451	Clay People	10/6/2008	\$380.95
P0008453	Leslie Ceramics Supply In..	10/6/2008	\$1,228.56
P0008454	Intervision Systems Technologies, I	10/6/2008	\$1,279.66
P0008455	Allen Graphic Design	10/6/2008	\$3,425.63
P0008456	Cornmug.Com	10/6/2008	\$998.41
P0008457	GRM/Simmba Systems	10/7/2008	\$428.69
P0008458	One Work Place	10/7/2008	\$2,616.50
P0008459	B & H Photo	10/7/2008	\$2,669.34
P0008460	RGA Environmental, Inc.	10/7/2008	\$1,505.00
P0008461	System ID Warehouse	10/7/2008	\$923.29
P0008462	One Work Place	10/7/2008	\$762.59
P0008463	Niles Biological	10/7/2008	\$1,904.08
P0008464	VWR Scientific	10/7/2008	\$290.06
P0008465	Gemtar, Inc	10/7/2008	\$342.17
P0008466	Flinn Scientific Inc.	10/8/2008	\$283.02
P0008468	HP Direct	10/8/2008	\$1,770.95
P0008469	West Coast Microscope Service	10/8/2008	\$900.77
P0008471	Simplex Grinnell	10/9/2008	\$719.37
P0008474	ATI	10/10/2008	\$455.00
P0008475	Dynamic Systems, Inc	10/10/2008	\$19,242.18
P0008477	Digital Dolphin Supplies	10/14/2008	\$2,706.62
P0008478	Ohlone College Bookstore	10/14/2008	\$1,250.00
P0008480	Bullock Publishing Associates, Inc.	10/16/2008	\$1,000.00
P0008481	Office Depot	10/16/2008	\$290.14
P0008482	Trimark Economy Restaurant Fixtures	10/17/2008	\$2,798.05
P0008483	Apple Computer Inc	10/17/2008	\$489.32
P0008485	Fiberdyne Labs, Inc.	10/17/2008	\$420.32
P0008486	Avidex	10/17/2008	\$378.25
P0008487	Hyland Software, Inc	10/22/2008	\$2,175.00
P0008488	R & H Wholesale Supply, Inc	10/22/2008	\$1,869.61
P0008489	Visucate	10/22/2008	\$4,567.50
P0008491	Turf & Industrial	10/22/2008	\$7,828.92
P0008492	Allen Graphic Design	10/22/2008	\$375.00
P0008493	Medco Sports Medicine	10/22/2008	\$5,312.49
P0008496	Fisher Scientific Company	10/23/2008	\$482.94
P0008497	ATCC	10/23/2008	\$763.64
P0008500	Centerville Community Center	10/27/2008	\$4,050.00
P0008501	Fisher Scientific Company	10/27/2008	\$407.73
P0008502	Kurzweil Educational Systems	10/27/2008	\$2,732.87
P0008503	HP Direct	10/27/2008	\$1,049.44
P0008504	HP Direct	10/27/2008	\$8,286.75
P0008505	Freedom Scientific	10/27/2008	\$1,645.37
P0008506	Sehi Computer Products	10/27/2008	\$270.84

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BPO LIST

<u>BPO Number</u>	<u>VENDOR.NAME</u>	<u>BPO.DATE</u>	<u>BPO.TOTAL.AMT</u>
B0004084	Premier Chemical	10/2/2008	\$ 7,000.00
B0004086	Graybar Electric	10/6/2008	\$ 2,500.00
B0004087	County of Alameda	10/8/2008	\$ 976.95
B0004088	Office Depot	10/8/2008	\$ 250.00
B0004089	The UPS Store	10/9/2008	\$ 298.50
B0004090	Sign Zone	10/9/2008	\$ 870.00
B0004091	Ohlone College Monitor	10/9/2008	\$ 680.00
B0004092	Allen Graphic Design	10/9/2008	\$ 660.00
B0004093	What's Happening Magazine	10/9/2008	\$ 640.00
B0004094	Artsopolis	10/9/2008	\$ 325.00
B0004095	Universal Hospital Services Inc	10/10/2008	\$ 320.00
B0004096	Allen Graphic Design	10/13/2008	\$ 798.00
B0004097	Allen Graphic Design	10/16/2008	\$ 1,675.00
B0004098	San Francisco Chronicle	10/16/2008	\$ 1,870.00
B0004099	Trimark Economy Restaurant Fixtures	10/17/2008	\$ 2,487.00
B0004100	Applied BioSystems	10/23/2008	\$ 6,000.00
B0004101	Educational Testing Service	10/24/2008	\$ 2,400.00
B0004102	CMG	10/27/2008	\$ 11,305.00
B0004103	US Bank	10/28/2008	\$ 12,331.13
B0004104	Folger Graphics	10/28/2008	\$ 14,107.78
B0004105	Centerville Community Center	10/28/2008	\$ 4,050.00
B0004106	BK Mill & Fixture, Inc	10/30/2008	\$ 1,000.00
B0004107	Seema Singh	10/31/2008	\$ 2,282.22