

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Gari Browning

DATE: December 9, 2009

SUBJECT: Review of Purchase Orders

Board Policy 6330 delegates to the President/Superintendent 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