

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
 FROM: Dr. Eric Bishop
 DATE: November 10, 2021
 SUBJECT: Review of Purchase Orders

Board Policy 6330 delegates to the President/Superintendent "...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 sixty days.

The purchase order and 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 processes. 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 Superintendent/President recommends that the Board of Trustees signifies review of the purchases on the attached page(s) by majority vote.