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**Administrative Regulation**  
Chapter 6 – Business & Fiscal Affairs

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**AR 6330 PURCHASING**

The following regulation and rules shall apply in purchasing supplies and equipment for which payment is to be made from District funds.

1. Requisitions for purchases shall be approved by the Business Services Office only when there are unencumbered funds available, or arrangements have been made for additional appropriations through established channels. Such approval should be in advance of purchases - the only exceptions being for emergency purposes and blanket orders.
2. All purchases shall be made by the Procurement, Contracts and Logistics (PCAL) Department after competitive bids or quotations are obtained through any established or required procedures.
3. Specifications on requisitions must be complete when submitted to the PCAL. No commitments are to be made by employees when securing information about products and/or services.
4. In addition to quoted prices, all purchase orders shall carry terms of delivery, delivery date, quantity and cash discounts, and sales tax and excise tax information when the latter is involved.
5. Blanket orders shall be used when only in the judgment of the Vice President, Business and Administration, purchasing can be facilitated to save time and cost.
6. All persons responsible for providing materials and services are urged to anticipate their needs such that purchasing may be arranged in an orderly fashion and not on an EMERGENCY basis.
7. Purchases shall be based on quality, availability, price, and suitability to the educational program.

**References:**

Education Code Section 81656;  
Public Contract Code Sections 20650 and 20651

*Reviewed and Approved by Senior Staff: 6-8-2021  
(This is a new regulation)*