

PURCHASING DEPARTMENT SERVICES

The function of the Purchasing Department is to provide service to sites in securing supplies, materials and services through the purchase order process. All procedures are designed to conform with the laws of the State of California and the policies and regulations established by the Board of Trustees to ensure that purchases are properly authorized and result in quality goods or services being delivered to the designated locations at the appropriate time, in the right quantity, and the lowest possible cost.

All orders disseminating from any site or employee **must** have a purchase order. That includes regular orders as well as:

1. On approval items (previews)
2. Independent Contractors
3. Repair of equipment
4. Travel and Conference

The Purchasing Department is to process all orders. Any contact necessary to complete an order must be done through Purchasing. Employees are not to call companies to order materials or services, or to arrange returns of damaged goods or items that are not acceptable, to track shipping, delivery, replacement and/or credit.

The following section provides general purchasing information followed by a Requisition Flow Chart. Please take the time to read through the entire handbook. Many questions you may have can be answered here. You may call Rosemary Monderine (x5063), Ellen Fritz (x5062) or Rick Keskey (x5061) in the Purchasing Department for answers to other questions, to check on status of orders, pricing inquiries, or follow-up. You may also call Michelle Johnson, Director of Nutrition and Purchasing Services for inquiries or concerns.