



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6300.5 Associated Students Funds: Purchase of Equipment

Office(s) of Primary Responsibility:

Dean of Student Affairs
Campus Business Services
District Purchasing and Contract Services

A. Purpose/Scope

The purpose of this procedure is to implement certain provisions of Board Policy 6300 Fiscal Management. The district is committed to ensuring the proper use of its assets and resources and reducing the risk of loss or misuse of funds. The purpose of this procedure is to assure that the district's fiscal management is in accordance with the principles contained in Title 5, section 58311, including:

- Adequate internal controls exist;
- Fiscal objectives, procedures, and constraints are communicated to the Board, management and staff; and
- Responsibility and accountability for fiscal management are clearly delineated.

This procedure outlines the procedure for purchasing equipment using Associated Students (AS) funds.

B. Authority

Equipment may be purchased with AS funds provided equipment meets district standards, the AS has sufficient funding to cover the expense, and the expenditure is authorized by the student governing board.

C. Purchasing Process

AS purchases of equipment shall follow established district procedures for requisitions, purchase orders and asset management.

Requisitions for AS purchases will follow approval queues established at each campus. District Purchasing is the authorized purchasing agent for AS purchases. Equipment requisitioned by AS organizations that exceed the threshold for capital purchases will be recorded into the fixed asset system. Disposal of assets purchased with AS funds will follow established district procedure for public auction.

Reference: BP 6300

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.