



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6330.1 Purchase Requisitions

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

The purpose of this Procedure is to assist District employees in initiating requests for materials and services required in the operation of the District's various programs and offices. This is applicable to all District employees.

FUNCTIONS

Purchase Requisitions (electronic) are to be utilized throughout the District to request required materials and services. These serve two major purposes:

1. The Purchase Requisition is used to present a formal request for materials and/or services needed.
2. When approved online by the appropriate approvers, the Purchase Requisition is an authorization to charge the item(s) requested to the project/site/office/department budget.

Purchase Requisitions are in general use within the District. It is the basis for Purchasing and Contract Services' negotiations with outside vendors to procure the items or services requested.

IMPLEMENTATION

The Vice Presidents of Administrative Services, Directors and Special Program Managers or their designees are to assist employees within their authoritative area(s) in requesting materials and services.

References: BP 6330 and [Purchasing Training Manual](#)
Supersedes: 8520.2, 8/8/86, 11/17/00

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

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