



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6330.14 Purchase Orders - Emergency

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

The purpose of this procedure is to identify some of the situations that might justify issuing an Emergency Purchase Order (EPO). It also provides guidance to District personnel in requesting and processing EPO's. It is applicable to all District personnel who require emergency materials, supplies or services and to Purchasing and Contract Services personnel who are authorized to approve and issue EPO's.

FUNCTIONS

1. The issuance of EPO's cannot be justified as an alternative to proper planning and should not be requested as such.
2. Employees and officers of the District not authorized to contract for materials, equipment or services, on behalf of the Board of Trustees, will be held responsible and may be held personally liable for any unauthorized business transactions initiated by them using the District's name. Exceptions to this relate only to those properly approved transactions relating to Revolving Cash Funds.
3. The authority and responsibility to purchase goods and services in support of the District programs were delegated by Board action to the District's Purchasing and Contract Services Director, with certain restrictions, under provisions of Education Code 81655 and following sections:
 - a. The District requires regular purchase orders be issued pursuant to the California Education Code prior to the procurement of materials, supplies or services.
 - b. This requirement may be waived by the Purchasing and Contract Services Director, or designee(s), in an emergency, where the requested items are necessary to permit the establishment or continuance of classes, or to avoid danger to life or property, or for the performance of related duties in support of the above.

IMPLEMENTATION

1. Cabinet-level officers and Vice Presidents of Administrative Services or designee(s) will:
 - a. Review all requests for emergency purchases in order to determine whether an EPO appears to be appropriate. Typical situations requiring emergency action might include, but are not limited to:
 - Maintenance: Electrical failure; immediate repair is needed for heating, air conditioning, plumbing, time clocks, fire equipment, boilers, pumps and roof repair.
 - Instruction: An immediate need exists for items that will be required in the classroom in order to conduct the class.
 - Administration: Paper is required in order to produce an unexpected rush printing order.
 - b. Refer requests for EPO's to the appropriate contact person for presentation to Purchasing and Contract Services as follows:
 - Maintenance – Facilities Services Director.
 - Custodial repair of equipment, grounds, and buildings – Facilities Services Director.
 - Security and police-related – College Police Chief.
 - Instructional and administrative items:
 - 1) Vice Presidents of Administrative Services at the campuses and Continuing Education Centers.
 - 2) Vice Chancellors at the District Office.
2. The authorized person, or designee, will contact Purchasing and Contract Services to request EPO's as authorized:
 - a. Contact the Buyer responsible for the particular item, which is the subject of the request. If the Buyer is not available, contact the Purchasing and Contract Services Supervisor, and provide the following information:
 - Description of product or service needed and the purpose.
 - 1) Rationale for emergency processing, i.e., what makes the transaction time sensitive.
 - 2) Vendor name.
 - 3) Estimated dollar amount.
 - b. Place the order with the vendor; ask the vendor to note the EPO number on the invoice.
 - c. Process as an electronic Confirmation Purchase Requisition.

3. The Purchasing and Contract Services Director or designee(s) shall process the requests for EPO's, as follows:
 - a. Assigned Buyer shall assess the validity of the request, note the pertinent information obtained from the requestor (see step 2a), and, if appropriate, issue an EPO number to the requesting office.
 - b. Buyer shall note the frequency of these requests from the originating office/department.
 - c. Concerns or problems regarding the issuing of EPO numbers are to be resolved by the Purchasing and Contract Services Director.
 - d. When the electronic Purchase Requisition and invoice are received from the site, process as follows:
 - Match the electronic Purchase Requisition to the PO number issued for that purchase.
 - Review the electronic Purchase Requisition to assure that the given information matches the information provided at the time the EPO was issued.
 - Process the electronic Confirmation Purchase Requisition to a Purchase Order.
 - Send the original copy of the Confirmation PO with the invoice to Accounts Payable for payment.

4. The Accounts Payable Supervisor or designee(s) shall be responsible for paying EPO's in the same way as for Standard PO's.

References: BP 6330
Public Contract Code 20651
California Education Code 81600 and 81655
Purchasing Training Manual

Supersedes: 8540.2.2, 7/1/01

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

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