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Owner: [Business & Fiscal Services](#)
[Business & Fiscal Services](#)
Policy Area: [Chapter 6 General Institution](#)
References: [Legally Required](#)

BP 6330 Purchasing

(Replaces current SBCCD BP 6330)

The authority to purchase supplies, materials, apparatus, equipment, and services is vested in the Board of Trustees. This authority is delegated to the Chancellor.

The Chancellor shall establish administrative procedures for purchasing, subject to the following:

- The Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current year shall be published on the Business Service webpage. Any purchase request to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with Public Contract Code Section 17605, the Board of Trustees delegates authority to approve purchase requests under the formal bid limit to the named agents on the authorized signature list. Such purchase requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

References:

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

Attachments

- [BP 6330 Purchasing - Comments](#)
- [BP 6330 Purchasing - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
	Policy Stat	02/2019
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