

PURCHASING - PRINCIPALS

AP No. 6330

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Page 1 of 1

I. PRINCIPALS

Analysis of both the quality and price of materials should reflect the user's preference where feasible. Where brand names are specified; an "or equal" clause should be suggested to the user and a justifiable determination made of what is considered an acceptable equal item/product.

- A. Purchasing policies are designed to be flexible enough to allow for the wide variety of commodities and services used by the Rio Hondo Community College District, yet sufficiently rigid to insure wise expenditure of funds.
- B. All purchasing is based on predetermined budget allocations and controlled by an annual purchasing calendar with due consideration given to favorable market conditions. Consolidation of bulk purchases shall be made when possible to take advantage of quantity/price concessions.
- C. All purchasing authority is centralized Under Finance and Business, except standing (open and blanket) purchase orders for stated periods in which authority is delegated, with prior approval, to given persons (i.e. Maintenance, Science, Fine Arts, etc.) to purchase from certain companies.
- D. Standardization is employed through utilization of the best minds and talents of the college in selection of the most appropriate materials, supplies, etc., to accomplish the task.