

**North Orange County Regional Occupational Program  
EXPENDITURES AND PURCHASES  
ROP BP 3300**

**BP 3300 (a)**

## **Policy**

### **Business Operations**

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of ROP funds. In order to best serve ROP interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the ROP receives maximum value for items purchased. They shall ensure that records of expenditures and purchases are maintained in accordance with law. ROP funds shall not be expended for the purchase of alcoholic beverages. The Board authorizes the Superintendent or designee, to supervise the purchase of supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

All purchase orders shall be presented to the Board for approval within sixty days of the transaction. The Board shall require that it approve in advance:

1. All expenditures of funds from the Designated for Economic Uncertainties reserve fund.
2. All expenditures needing a legal bid as identified in the California Public Contract Codes.

The Superintendent or designee may authorize an expenditure, which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

### **Purchasing Procedures**

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered

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when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in ROP schools and buildings.

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create an "open" purchase order system for the purchase of minor items as needed from a vendor. They shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

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