

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

AR 3300 (a)

Administration Regulation

Business Operations

North Orange County ROP uses the procedures below to ensure the purchase of supplies, materials, equipment and services are conducted in a manner that abides by Board Policy 3300, state laws and regulations and is within the Board approved budget.

The Superintendent or designee may purchase supplies, materials, apparatus, equipment and services up to the amounts specified in section 20111 of the Public Contract Code, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board Policy and administrative regulations. The Board shall review all purchase orders entered into by the Superintendent or designee on behalf of the Board every 60 days. All purchases with federal grant funds must conform to State, local, and federal laws and regulations.

Purchase Order Definitions

Regular purchase orders are for purchasing non-routine supplies, equipment and services with a vendor that accept a PO.

Open purchase orders are used when purchasing supplies or services throughout the year from the same vendor. Administrators/Directors/Managers are responsible for monitoring the status and funds available for each purchase on open purchase orders under their jurisdiction. Employees making a purchase using an open purchase order must submit the itemized receipts within 10 days after the purchase is made.

Confirming purchase orders are used only for payment of specific contracted services, i.e., repairs, contracted consultants and equipment. This method will not be used to obtain services or goods other than for those items listed above unless approved by the Superintendent or designee.

Purchase Order Process

A purchase requisition is required before purchasing of goods or services.

Administrators/Directors/Managers must verify the availability of funds before approving the purchase requisition. For purchases of \$5,000 or more, three quotes are required and submitted with the purchase requisition with exception to constructed-related services when circumstances warrant and/or the California Uniform Public Construction Cost Accounting Act (CUPCAA) procedures are applicable

For continuing and renewing contracts, quotes are required at the end of each term:

- Services not to exceed five years
- Materials or supplies not to exceed three years

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AR 3300 (b)

Purchases as defined in Exhibit (E) 3300 require additional approval by the appropriate budget authority. A purchase order (PO) is created after proper approval of a purchase requisition.

Payments on purchase orders are processed after goods are received or services are rendered. The authorized signer signs the invoice verifying receipt of goods or services and authorizing the payment.

Reimbursement Voucher Process

For purchases up to \$100 a pre-approved reimbursement voucher (Petty Cash Voucher) is required for reimbursement. Reimbursement vouchers in excess of \$100 will require Superintendent or designee preapproval. The Fiscal Services Department will not process reimbursement vouchers unless the required information on the voucher is provided along with proper documentation and/or itemized receipts, and all previous reimbursement disbursements have been cleared.

Acceptable reimbursements for purchases under \$100: (1) when the normal purchase requisition process would disrupt the operations within the ROP, (2) when vendors will not accept a purchase order or whose terms are cash payment and (3) when conference registration and travel advances are needed (submit a reimbursement voucher for each type of advance that is needed).

Cal-Card Use

The Superintendent or designee may authorize the use of Cal-Card credit card to procure materials and services.

Authorized Cal-Card users must agree to the terms and conditions stated in the Cardholder Agreement and adhere to ROP's purchasing policies and procedures.

Cal-Card circumvents the necessary checks and balance that are required in the obligation and disbursement of public funds. Authorized Cal-Card usage is limited to:

- Conference or workshop expenses to conduct official ROP business such as; travel costs, lodging, registration fees, parking and/or ground transportation.
- At the approval of the Superintendent or designee, when a vendor does not accept purchase orders and time does not permit the processing of revolving check request.
- Emergencies related to safety and/or the direct impact of ROP operations.

All documentation and/or itemized receipts for Cal-Card transactions must be collected and submitted to Fiscal Services with the monthly billing statement.