

PURCHASING AND PAYMENT AUTHORITY GRID					
QUOTATION, BID, AND AUTHORIZATION REQUIREMENTS FOR PURCHASES, CONTRACTS, AND DIRECT PAYS ¹					
TYPE OF PURCHASE	AMOUNT	QUOTE OR SOLICITATION REQUIREMENTS	BOARD AUTHORITY	SUPPORT DOCUMENTATION	SIGNATURE AUTHORITY
CATEGORY A					
Supplies, materials, apparatus, equipment, and services, including Independent Contractor services.					
Supplies, materials, apparatus, equipment, and services, including independent contractor services.	Up to \$5,000	One documented quote or proposal	Resolution 2022-25-A	Purchase Order issued by Purchasing	Vice President, Assoc. Vice President, Exec. Director, Director, Assoc. Director, Police Chief, Assist. Police Chief, Dean, Division Dean, Manager, Supervisor
Supplies, materials, apparatus, equipment, and services, including independent contractor services. Informal Quotes > \$10,000 ²	Up to \$20,000	Three documented quotes	Resolution 2022-25-A	Purchase Order issued by Purchasing	Chancellor, President, Vice Chan. Technology, Human Res; Vice Pres. Finance, Admin. Serv.; Exec Dir. CCC OEI, Facilities, Foundation, Fiscal Serv., Intl. Student Programs
Informal Quotes - Supplies, materials, apparatus, equipment, and services, including independent contractor services.	Up to \$60,000	Three documented quotes	Resolution 2022-25-A	Purchase Order issued by Purchasing	Buyer, Senior Buyer
Informal Quotes - Supplies, materials, apparatus, equipment, and services, including independent contractor services.	Up to Bid Limit ³	Three documented quotes	Resolution 2022-25-A	Purchase Order issued by Purchasing	VC Business Services; Director, Purchasing, Contracts, Risk Management, Senior Buyer
Formal Bid - Supplies, materials, apparatus, equipment, and services, including independent contractor services.	Greater than Bid Limit ³	Competitive bid per (PCC) 20651 - 20653.5. ⁶	Resolution 2022-25-A	Purchase Order or Contract issued by Purchasing after award by Board of Trustees	VC Business Services; Director, Purchasing, Contracts, Risk Management
CATEGORY B					
Repairs and Maintenance as defined in Public Contract Code 20656 and Public Projects as defined in Public Contract Code 22002					
Public Works under CUPCCAA -facility construction, alteration, renovation, demolition, painting, repairs and maintenance to building structures and equipment affixed to building structures.	\$1 to \$60,000 ^{4,5}	One documented quote, preferably three. PCC 22032	AP 3140 Resolution 2022-25-B	Purchase Order issued by Purchasing	Buyer, Senior Buyer
Public Works under CUPCCAA -facility construction, alteration, renovation, demolition, painting, repairs and maintenance to building structures and equipment affixed to building structures.	\$60,001 to \$200,000 ^{4,5}	Informal Bidding Procedure. Public Bid by Purchasing Reference PCC 22030 - 22045	AP 3140 Resolution 2022-25-B	Purchase Order issued by Purchasing	VC Business Services; Director, Purchasing, Contracts, Risk Management
Public Works under CUPCCAA -facility construction, alteration, renovation, demolition, painting, repairs and maintenance to building structures and equipment affixed to building structures.	Over \$200,000 ^{4,5}	Formal Bidding Procedure. Public Bid by Purchasing Reference PCC 22030 - 22045	AP 3140 AP 3213	Purchase Order or Contract issued by Purchasing after award by Board of Trustees	Board of Trustees authorizes award, executed by VC Business Services; Director, Purchasing, Contracts, Risk Management

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QUOTATION, BID, AND AUTHORIZATION REQUIREMENTS FOR PURCHASES, CONTRACTS, AND DIRECT PAYS¹

TYPE OF PURCHASE	AMOUNT	QUOTE OR SOLICITATION REQUIREMENTS	BOARD AUTHORITY	SUPPORT DOCUMENTATION	SIGNATURE AUTHORITY
SPECIALIZED AREAS					
Instructional - textbooks, library books, software, educational films, audiovisual materials, test materials, workbooks, or periodicals for Library Services or resale items by College Bookstores.	Less than \$250,000 or bid limit for resale items	Not required per Ed Code 81651. For resale, follow Purchasing Guidelines	AP 3140	Purchase Order issued by Purchasing	Authority per Education Code 81656 as delegated by Board of Trustees.
Perishable Foodstuffs - for cafeterias and Food Services.	Up to \$15,000	Not required per PCC 20660	Resolution 2022-27	Purchase Order issued by Purchasing or Vendor invoice with delivery confirmation	Director-Campus Center; VP of Administrative Services-College Operations.
Student Organizations expenditure of funds.	Up to \$5,000	N/A	Resolution 2022-29	Vendor invoice with delivery confirmation	VP of Student Services, Dean Student Affairs & Activities, EOPS/Care & Student Development, Director College Fiscal Services
BUSINESS SERVICES AND ACCOUNTS PAYABLE					
Procard - Restrictions apply. Excludes capital equipment, technology items over \$100, meals, food, beverages, alcohol, gas for personal vehicles, etc. ⁷	Varies	Not Applicable	Resolution 2022-26	Vendor Invoice; monthly ProCard statement with supervisor approval and compliance with audit review	Authority per Education Code 81656 as delegated by Board of Trustees.
One-time Services or Events - Single Payments for rental, repairs, art models, catering services, musicians, fingerprinting, speaking engagements, facilitators, mailings, and printing services, etc.	\$1 to \$999	Agreement may be required dependent on service.	AP 3143 AP 3140	Payment Authorization Form (PA) and vendor invoice (if available) and W-9; depending on nature/circumstances of services rendered, a written agreement may be required. Refer to FAQ's on Payment Authorization Form .	Authority per Education Code 81656 as delegated by Board of Trustees.
Other Payment Requests - Non-PO Payments or ISR such as reimbursements, fees, dues, memberships, registrations, conferences, utilities, etc.	Varies	Not Applicable	AP 3140 AP 3210	Direct Pay Form (DP) - vendor invoice or receipt, refer to FAQ'S on Direct Pay Form	Authority per Education Code 81656 as delegated by Board of Trustees.

1 - Under certain circumstances, waivers or statutory exceptions may apply. Contact Purchasing Services for assistance.

2 - Category A purchases \$10k to Bid Limit requires at least 3 competitive quotes.

3 - The Board of Governors of the California Community Colleges' statutory bid threshold for community colleges is \$114,500 as of January 1, 2024.

4 - +\$15,000 maintenance and +\$25,000 for public works, subject to Prevailing Wage, Contractor registration with California DIR and PWC-100 required.

5 - Work must be bonded for Public Works +\$25,000.

6 - Purchasing Department must advertise for sealed bids if the total acquisition price will exceed the statutory Bid Limit unless statutory exception applies.

7 - Procard purchases must comply with [Rules and Procedures for Procard Use](#).

Foothill-De Anza Community College District - January 2024

