**PURCHASING SERVICES**

Executive Assistant
Linda Mahi  
mahilinda@fhda.edu  

Purchasing Director
Pam Grey  
greypam@fhda.edu  

Senior Buyer
Gina Bailey  
Measure C & E Construction; Facilities Repair and Construction; Agreement for Services, IC; Copiers; Office Equipment; Vehicles; Food Services.  
baileygina@fhda.edu  

Senior Buyer
Annette Perez  
Measure C Construction and Furnishings  
Fixtures, & Equipment; Contracts; Multimedia; Network Equipment; Software/Hardware contract; Agreement for Services, IC; Moving Services.  
perezannette@fhda.edu  

Senior Buyer
Vacant  

Buyer
Eric Olague  
Office supplies; Facilities; Custodial; Instructional Supplies; Surplus Disposal Property; Office supplies & equipment; Computer hardware & maintenance; Bus charters; Building alarm.  
olagueeric@fhda.edu  

**MATERIAL SERVICES**

**WAREHOUSE**  
x6171  
Dave Jones  
Robert Covington  

**SHIPPING & RECEIVING DELIVERY SCHEDULE**
Monday - Friday  8:00 am- 5:00 pm  
(Closed Noon to 1:15 p.m.)  

Contact the Warehouse at x6171 for Fed Ex and UPS pickup schedules.  

Refer to Board Policies 3140 and 3143 and Board Administrative Procedures AP3140 and AP3143; Public Contract Code 20651; and Education Code 81656 for additional information.

**FREQUENTLY USED OBJECT CODES**

- 4010  Supplies and Uncategorized
- 5214  Technical and Professional Services
- 5310  Equipment Rental/Lease
- 6410  Minor Computer Software($1-5k)
- 6420  Minor Capital Equipment ($1-5k)
- 6610  Major Computer Software (+$5k)
- 6620  Major Capital Equipment (+$5k)

For a complete listing of Object Codes and the District Chart of Accounts, contact the Business Administration offices.

**Foothill De Anza Community College District**
12345 El Monte Rd.  
Los Altos Hills, CA  94022  
(650) 949-6193  
(650) 948-5194 fax  

February 2014
Material and Purchasing Services is the Central Purchasing Department for Foothill-De Anza Community College District, Foothill College, and De Anza College. It is administered by the Manager of Material and Purchasing Services who reports to the District’s Vice Chancellor for Business Services. Buyers and Senior Buyers on the Purchasing Services staff solicit competitive quotations or bids and award purchase orders in accordance with applicable laws and policies. Purchasing Services also stores and sells surplus property. Material Services Warehouse Workers provide central receiving, including property control tags, and operate a warehouse that stocks commonly used supplies and forms including Stores Requisition Form 23480.

I. STANDARD PURCHASING PROCESS
Process requests through Material and Purchasing Services as follows:

- Complete Purchase Requisition in Banner and submit it for electronic approval. The Purchase Requisition must clearly describe the desired items in terms of quantity, quality, features, functions, and required delivery date. It can also list possible sources or vendors. If the estimated cost is less than $15,000 for Public Projects or less than $84,100 for supplies, materials, equipment, or maintenance services Purchasing Services will usually obtain quotations, select a vendor, and issue a Purchase Order for the requested items within 10 to 15 working days after receipt of the properly signed Purchase Requisition. If the estimated cost exceeds these limits, Purchasing Services will need at least 90 days to advertise for competitive bids as required by law and to obtain Board authorization to issue a Purchase Order to the lowest responsible and responsive bidder.

II. OPEN PURCHASE ORDERS FOR REPETITIVE PAYMENTS TO ONE VENDOR
Each Open Purchase Order is issued by Purchasing Services to a specific vendor for a designated amount of money and a specific period of time to allow requestors to make repetitive purchases of miscellaneous low cost supplies or to pay for lease/rentals and maintenance contracts throughout the current fiscal year. **Open purchase orders cannot be used to buy capital equipment.** Requestors must submit a new Purchase Requisition each Spring in order to establish or renew an Open Purchase Order for the next fiscal year. The Open Purchase Order is only valid for purchases up to the dollar amount requested on the Purchase Requisition, therefore the Purchase Requisition should request a dollar amount based upon expected total expenditures for the entire fiscal year.

III. OTHER PURCHASING METHODS
Low cost purchases of supplies can be made quickly by using one of the following methods, but purchases of capital equipment must follow the standard purchasing process shown above:

- **PETTY CASH**
  Employees should request reimbursement from the campus cashier for expenditures of $100.00 or less.

- **DISTRICT PROCUREMENT CARD**
  Available to full-time employees to facilitate “low-cost” purchases of supplies and travel expenditures. Orders should be delivered directly to the requestor from the vendor. Contact Extension 6200 for a Procurement Card application and more information.

- **REQUEST FOR CHECK**
  **IF A PROCUREMENT CARD CANNOT BE USED** and if an employee has Board delegated purchasing authority and approval by management, a Request For Check Form 23360 may be submitted directly to Accounts Payable to obtain payment or reimbursement for supply expenditures between $50.00 and the maximum amount permitted by the applicable Board delegation. Check Requests should not be used to purchase capital equipment (see Section I) or independent contractor services (see Section V).

IV. REQUESTS FOR ITEMS STOCKED BY THE DISTRICT WAREHOUSE
- Most District forms, paper, and supplies are available through the Central Stores Catalog. The Central Stores Catalog can be downloaded from the Purchasing Web Site.
- Complete Stores Requisition Form 23480 and forward to Purchasing Services for processing.

V. INDEPENDENT CONTRACTORS (I.C.)
- Contracts must be processed on the District’s Agreement for Services or I.C. form and signed by a Board-authorized District or Campus Representative **prior to the commencement of contract services.**
- CONTRACTS WHICH EXCEED $20,000 **MUST BE SUBMITTED TO THE BOARD OF TRUSTEES FOR AUTHORIZATION (SEE BOARD ADMINISTRATIVE PROCEDURES AP3140 AND AP3143).**

VI. SURPLUS EQUIPMENT
Complete Surplus Disposal Form 20560 and forward to Purchasing Services for coordination of materials pick up. (See Board Policy 3211 and Education Code 81450-81460.)

VII. CENTRAL RECEIVING AND PROPERTY CONTROL
- Materials Services receives items ordered by Purchasing Services and delivers them to the requesting departments. Computer hardware and peripherals are delivered to the designated campus ETS department prior to delivery to the end-user.
- Material Services applies property control tags to incoming capital equipment. (See Board Policies 3142, 3210.)

**NOTE:** See Board Administrative Procedure 3140 and the Purchasing Authority Grid online at Purchasing.fhda.edu for details including bidding requirements and the authority to sign purchase orders and contracts. Legal reference: Public Contract Code, sections 20650-20662; Education Code section 81656.