



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 6330 Purchasing

**Issued: February 17, 2009
Revised: May 15, 2018**

The Chief Executive Officer (CEO) directs that the following regulations are to apply to all procurement at the Compton Community College District:

1. Purchasing is defined as any act by an employee that results in a non-salary financial obligation to the Community College District.
2. Purchasing may only be authorized by employees assigned to designated positions. Positions are: CEO, Vice President, Administrative Services, Director of Purchasing and Auxiliary Services, Purchasing Agent and Purchasing Technician. No other employee may act to cause a non-salary financial obligation unless they have prior written authorization to do so by a person in a position authorized to do purchasing.
3. Every person authorized or involved in the selection of a vendor, must provide a signed statement detailing any family, household, or business relationship the owner, officers, or principal employees of the vendor now have or have had at any time in the preceding ~~six~~ five years, or a statement that no such relationship exists. This includes but is not limited to, Board of Trustees, CEO, Vice Presidents, Facilities Director, Information Technology Director, and Purchasing Department Staff.
4. The award of any contract for goods, services, or professional services to any employee or previous employee of the district for a period of one year following their last employment date is prohibited, unless in the best interest of the District. This extends to the employee, members of the employee's household, and the immediate family of the employee (wife, husband, mother, father, brother, sister, brother in law, sister in law, children, step children) acting as owner, principal, or employee of a vendor seeking to do business with the District.
5. The Compton Community College District employees will under no circumstances engage in business with any vendor who is currently debarred by the Federal government, the State of California, or the County of Los Angeles, or other California governmental entity.
6. The Vice President, Administrative Services will promulgate the detailed Administrative Procedures implementing these regulations.