

<b>Title</b>	: <b>Purchase Order Control</b>	
<b>Number</b>	:	<b>3500.02</b>
<b>Approved</b>	:	<b>10/10/24</b>
<b>Last Reviewed</b>	:	<b>10/10/24</b>
<b>Reference</b>	: <b>GCCCD 2330.00</b>	

Responsibility to control purchase orders is delegated to the Director of Fiscal Control/Controller through the Vice President of Administration/Chief Business Officer as authorized by the College President.

1. Purchase requisitions are submitted to the Business Administration Office where they are checked for proper authorization and line-item budget capacity.
2. The Business Administration Office may approve non-capital purchases which exceed budgeted line items by the lesser of 10% or \$1,000 if the budget (excluding salaries and benefits) for the program has not been exceeded. All exceptions must receive prior approval from the Vice President of Administration/Chief Business Officer or the Director of Budgets and Purchasing.
3. All capital purchases are reviewed by the Purchasing Department, who verifies that the capital items are contained in the approved budget. All exceptions must receive prior approval from the Vice President of Administration/Chief Business Officer or Director of Budgets and Purchasing.
4. Once requisitions are reviewed, they are entered into the accounts payable system and are assigned a purchase order number.
5. The accounts payable clerk generates a signed vendor copy along with an authorized copy of the purchase order.
6. The purchase order is then distributed electronically, by mail, by fax, or through a combination of these options.

