To: State College Presidents

From: H. E. Brakebill
Executive Vice Chancellor

Subject: Increased Exemption for Purchases Not Exceeding $1,000 - Executive Order No. 147

Attached is a copy of Executive Order No. 147 extending authority to make purchases not exceeding $1,000. This represents an increase from the $500 exemption successfully obtained by the Trustees of the California State Colleges several years ago.

Please return a completed copy of the attached delegation acceptance form to the attention of the Auxiliary and Business Services section of our office.

This legislative authorization is a welcomed addition to those items increasing our fiscal flexibility. It will improve our ability to obtain materials and supplies for college programs on a timely basis. As an enhancement to our full purchasing abilities and needs, a cooperative collaboration and informational exchange should be continued with the State Office of Procurement.

HED;BJF;vo

Attachment

Copies to: Business Managers
Procurement and Support Services Officers
Chancellor's Staff
Exemption from Approval for
Purchases Not Exceeding $1,000

Executive Order No. 147

This Executive Order supersedes Executive Order No. 84 dated November 12, 1969 and is issued pursuant to Government Code Section 14790, as amended by the 1970-71 Legislative Session, and Sections 1 and 2 of Chapter III, Subdivision (e) and Section 4 of Chapter III of the Standing Orders of the Board of Trustees of the California State Colleges.

1. Each California State College President or his designee is, by this Executive Order, designated and authorized to approve purchases not exceeding $1,000 under the conditions provided in this Executive Order.

2. The Department of General Services should be used for purchases of items in the following categories:

   (a) Consolidated furniture orders

   (b) Consolidated vehicle orders

   (c) State price schedules

   (d) State contracts

   (e) State store items

   (f) Consolidated orders for other commodities included in Planned Purchase Schedule when the timing meets the college needs

3. Purchases may be made from other sources for items in categories 2(c) through 2(f) if like items and brands can be obtained either at a lower price or with a more
expedient delivery, or both. Any deviations from the use of Item 2(d), State Contracts, should be within the following procedure:

A. An auditable justification for the deviation approved by the Chief Campus Fiscal Officer shall be filed with the purchasing documentation at the Campus Purchasing Office.

B. A report listing such deviations by State Contract number and vendor with reasons for the deviations shall be submitted to the Chancellor's Office, attention Auxiliary and Business Services. This shall be reported annually by July 15. It should contain any additional information which would be helpful in developing a consolidated systemwide notification to the State Office of Procurement concerning State Contracts with which this agency is experiencing difficulties.

4. To provide for a post-audit on the purchases made under this exemption, the College Purchasing Office shall clearly designate documentation to facilitate auditing of all purchase orders issued under this exemption.

5. For purchases from $400 to $1,000, a minimum of two informal price quotations will be required.

6. Purchases for sole source items over $400 will be made at the discretion of the college president or his designee, and documented in the same manner as currently required by the Department of General Services.

7. Purchases over $1,000 will continue to be made in accordance with the State Administrative Manual.

Dated: March 6, 1972

Glenn S. Dumke, Chancellor

No. 147 - Exemption from Approval for Purchases Not Exceeding $1,000
ACCEPTANCE OF DELEGATION EXECUTIVE ORDER NO. 147
Exemption from Approval for Purchases Not Exceeding $1,000

Please sign and return this form to Auxiliary and Business Services accepting the delegation and indicating the two executive officers designated to act on behalf of the President in these matters. Any change in the individuals assigned responsibility for this delegation will require the completion of a new form and should be immediately submitted to this office.

The conditions, limitations and authority contained in Executive Order No. 147 are hereby acknowledged and accepted.

College President
Signature:________________________
Typed Name:_______________________
Date:____________________________

I hereby authorize and empower the following two individuals at ____________________________ (College) to act for me under the provisions of the authorization contained herein.

First Executive Officer
Signature:________________________
Typed Name:_______________________
Title:____________________________

Alternate Executive Officer
Signature:________________________
Typed Name:_______________________
Title:____________________________
Date:____________________________

cc: Auxiliary and Business Services