

SBCC PURCHASING MATRIX

01-01-24 Rev 5

This document is intended to assist Budget Managers and support staff with identifying standard procurement and invoice paths for all expenditures. SBCC is required to competitively bid all intended expenditures with a total aggregate value of over \$10K as follows:

- \$10,001 to \$114,500 - 3 official vendor quotes

- Over \$114,500 - formal advertised bid processed by Purchasing (PCC 20651(a)).

All orders over \$10K must be assigned a purchase order prior to award with the exception of emergency expenditures which are defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property or essential public services.

Emergency orders may be placed by the Superintendent/President, Assistant Superintendent/Vice President of Business Services, Director of Facilities and Operations and Director of Security/Campus Safety and/or their official designee.

Only the Superintendent/President, Assistant Superintendent/Vice President of Business Services and Purchasing Manager are authorized to sign contracts of any value.

	\$ Threshold	Competition/Procurement Path	Who places the order?	Invoice Path
Equipment/Materials/Supplies and Non-Construction Services (Supplies, materials, equipment and general services such as shredding, printing, equipment maintenance, painting, etc.)	Up to \$10K	PO not required, but may be requested	Budget Manager authorized to place order without PO	Budget Manager submits invoice to AP directly with budget code and authorization to pay
	\$10,001 to \$114,500	3 vendor quotes or 1 cooperative contract quote	Purchasing places order via Dept Requisition & PO	Budget Manager submits & authorizes AP to pay against assigned PO
	Over \$114,500	Formal advertised bid or 1 cooperative contract quote	Purchasing processes formal bid & places order via Dept Requisition & PO	Budget Manager submits & authorizes AP to pay against assigned PO
Professional Services (Advisory services from professional/specialized consultants & independent contractors such as sign language interpreting, legal services, survey services, etc.)	Up to \$10K	PO not required, but may be requested	Budget Manager authorized to request service without PO	Budget Manager submits invoice to AP directly with budget code & authorization to pay
	\$10,001 to \$114,500	3 vendor quotes or 1 cooperative contract quote	Purchasing places service request via Contract Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO
	Over \$114,500	Formal advertised bid or 1 cooperative contract quote	Purchasing places service request via Contract Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO
Construction (All construction activity must be processed with the direction of the Facilities and Operations Director)	Up to \$10K	PO not required, but may be requested	Budget Manager authorized to request service without PO	Budget Manager submits invoice to AP directly with budget code & authorization to pay
	\$10,001 to \$60,000	3 vendor quotes or 1 cooperative contract quote	Purchasing places order via Dept Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO
	\$60,001 to \$199,999	Informal RFP	Purchasing places order via Dept Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO
	Over \$200,000	Formal advertised bid	Purchasing places order via Dept Requisition, Contract and PO for invoicing purposes	Budget Manager submits & authorizes AP to pay against assigned PO