

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of January 22, 2013**

**ITEM TITLE:**

Purchase Order Report

**SPECIFIC BOARD ACTION REQUESTED:**

Review of the Purchase Order Report covering the period from November 24, 2012 through January 4, 2013.

**ITEM SUMMARY:**

The Purchase Order Report is being presented for review in accordance with Education Code Section 81656 which states, "All transactions entered into by the officer or employee (designated employees enumerated in AP 6330) shall be reviewed by the governing board every 60 days." This Purchase Order Report contains all orders issued from November 24, 2012 through January 4, 2013, which have been issued in accordance with applicable policies, procedures and laws by an authorized officer of the District.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Not Applicable.

**BACKGROUND/ANALYSIS:**

All payments from the funds of a community college district are made by the use of Purchase Orders and within the parameters prescribed in Board Policy 6330 and Administrative Procedures 6330 & 6331. The Purchase Order Report presented for review is being done so in accordance with Education Code Section 81656 which states, "All transactions entered into by the officer or employee shall be reviewed by the governing board every 60 days."

The table below provides a summary by funding source of number of orders issued and total dollar value.

Fund	Number of Orders Issued	Total Dollar Value
Unrestricted General Fund	223	\$378,883.77
Community Service Fund	2	\$1,357.13
Bookstore Commission Fund	11	\$7,006.36
Facility Fund	44	\$112,162.53
Restricted General Fund	205	\$312,548.19
Contract Education Fund	0	\$0
Parking Fee Fund	2	\$2,797.00
Capital Outlay Fund	7	\$104,779.43
Measure A Bond Fund	20	\$512,457.73
Measure E Bond Fund	6	\$234,850.19
Child Development Fund	4	\$2,865.28

OPEB Reserve Fund	2	\$98,479.73
Self Insurance Fund	1	\$13,326.71
COA Student Center Fund	3	\$1,557.50
Merritt Student Center Fund	1	\$2,175.00
<b>Total</b>	<b>531</b>	<b>\$1,785,246.55</b>

**DELIVERABLES AND SCOPE OF WORK:**

Not Applicable.

**ANTICIPATED COMPLETION DATE:**

Not Applicable.

**ALTERNATIVES/OPTIONS:**

Not Applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Review of Purchase Order Report, no action required.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ No   X  

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: *Ronald Gerhard*  
Ron Gerhard, Chief Financial Officer

Date: 1/9/13

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: *Ronald Gerhard*  
Ron Gerhard, Chief Financial Officer

Date: 1/9/13

**FINANCE DEPARTMENT REVIEW**

Finance review required       Finance review *not* required

If Finance review is required, determination is:       Approved       Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: *Ronald Gerhard*  
Ron Gerhard, Chief Financial Officer

Date: 1/9/13

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required       Legal review *not* required

If Legal review is required, determination is:       Approved       Not Approved

Signature: \_\_\_\_\_  
Thuy T. Nguyen, General Counsel

Date: \_\_\_\_\_

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda

Signature: *José M. Ortiz*  
José M. Ortiz, Chancellor

Date: 1-15-13