

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 11, 2012**

ITEM TITLE:

Purchase Order Report

SPECIFIC BOARD ACTION REQUESTED:

Review of the Purchase Order Report covering the period from October 27, 2012 through November 23, 2012.

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 October 27, 2012 through November 23, 2012, 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 of the by funding source of number of orders issued and total dollar value.

Fund	Number of Orders Issued	Total Dollar Value
Unrestricted General Fund	211	\$535,349.82
Community Service Fund	3	\$2,874.41
Bookstore Commission Fund	8	\$3,770.00
Facility Fund	46	\$63,796.50
Restricted General Fund	160	\$682,985.75
Contract Education Fund	1	\$422.70
Parking Fee Fund	2	\$12,279.29
Capital Outlay Fund	10	\$48,913.09
Measure A Bond Fund	22	\$36,161,099.64
Measure E Bond Fund	10	\$8,117,167.18
Child Development Fund	4	\$4,177.67
OPEB Reserve Fund	4	\$131,270.22

Self Insurance Fund	1	\$7,818.09
Total	482	\$45,771,924.36

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 _____

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*

Date: 11/28/2012

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Ronald Gerhard*

Date: 11/28/2012

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* Date: 11/28/2012
Ronald Gerhard, Chief Financial Officer

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: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: *José M. Ortiz* Date: 12-4-12
José M. Ortiz, Chancellor