

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 26, 2013

ITEM TITLE:

Purchase Order Report

SPECIFIC BOARD ACTION REQUESTED:

Review of the Purchase Order Report covering the period from January 26, 2013 through February 8, 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 January 26, 2013 through February 8, 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 | 103 | \$ 200,517.65 |
| Community Service Fund | 2 | \$ 900.25 |
| Bookstore Commission Fund | 5 | \$ 9,806.73 |
| Facility Fund | 21 | \$ 26,367.25 |
| Restricted General Fund | 129 | \$ 190,697.45 |
| Contract Education Fund | 30 | \$ 109.34 |
| Parking Fee Fund | 1 | \$ 1,168.43 |
| Capital Outlay Fund | 3 | \$ 1,088.26 |
| Measure A Bond Fund | 16 | \$ 4,834.87 |
| Measure E Bond Fund | 5 | \$ 57,320.01 |
| Child Development Fund | 4 | \$ 3,598.28 |

| | | |
|-------------------|---|----------------------|
| OPEB Reserve Fund | 0 | \$ 729.90 |
| Total | | \$ 497,138.42 |

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: 2/13/13

DOCUMENT PRESENTED AND APPROVED BY:

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

Date: 2/13/13

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: 2/13/13

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: 2-19-13