

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of December 9, 2014**

**ITEM TITLE:**

Purchase Order Report

**SPECIFIC BOARD ACTION REQUESTED:**

Review of Purchase Order Report covering the period from November 1, 2014 through November 28, 2014.

**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 1, 2014 through November 28, 2014, 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 & 6340. 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	<b>198</b>	<b>\$ 563,476.41</b>
Community Service Fund	<b>3</b>	<b>\$ 5,672.17</b>
Bookstore Commission Fund	<b>9</b>	<b>\$ 5,985.61</b>
Facility Fund	<b>60</b>	<b>\$ 86,459.38</b>
Restricted General Fund	<b>202</b>	<b>\$ 593,184.60</b>
Parcel Tax (Measure B) Fund	<b>0</b>	<b>\$ 0</b>
Contract Education Fund	<b>1</b>	<b>\$ 735.75</b>
Parking Fee Fund	<b>0</b>	<b>\$ 0</b>
Capital Outlay Fund	<b>2</b>	<b>\$ 7,794.68</b>
Measure A Bond Fund	<b>17</b>	<b>\$ 341,550.74</b>
Measure E Bond Fund	<b>4</b>	<b>\$ 4,614.48</b>
Child Development Fund	<b>4</b>	<b>\$ 2,308.70</b>

OPEB Reserve Fund	1	\$ 30,855.50
Trust and Agency Funds	13	\$ 5,383.17
Self-Insurance Fund	0	\$ 0
Student Center Fee Fund	0	\$ 0
<b>Total</b>	<b>514</b>	<b>\$ 1,648,021.19</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?**

Interim Vice Chancellor Rinne

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

**DOCUMENT PREPARED BY:**

Prepared by: Susan Rinne Date: 12/1/14  
Susan Rinne, Interim Vice Chancellor for Finance & Administration

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Susan Rinne Date: 12/1/14  
Susan Rinne, Interim Vice Chancellor for Finance and Administration

**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: Susan Rinne Date: 12/1/14  
Susan Rinne, Interim Vice Chancellor for Finance and Administration

**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: Dr. José M. Ortiz Date: 12/4/14  
José M. Ortiz, Chancellor