PERALTA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Report

For the Trustee Meeting Date of May 12, 2015

ITEM TITLE:
Purchase Order Report

SPECIFIC BOARD ACTION REQUESTED:
Review of Purchase Order Report covering the period from April 11, 2015 through April 28, 2015.

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 April 11, 2015 through April 28, 2015, 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	**94**	**$ 359,318.59**
Community Service Fund	**0**	**$ 0**
Bookstore Commission Fund	**3**	**$ 590.20**
Facility Fund	**14**	**$ 8,719.81**
Restricted General Fund	**82**	**$ 792,381.83**
Parcel Tax (Measure B) Fund	**8**	**$ 40,296.86**
Contract Education Fund	**2**	**$ 1,357.11**
Parking Fee Fund	**0**	**$ 0**
Capital Outlay Fund	**14**	**$ 67,991.69**
Measure A Bond Fund	**8**	**$ 11,531.48**
Measure E Bond Fund	**1**	**$ 3,140.29**
Child Development Fund	**2**	**$ 882.85**

OPEB Reserve Fund	**1**	**$ 29,825.25**
Trust and Agency Funds	**23**	**$ 14,437.52**
Self-Insurance Fund	**3**	**$ 5,899.65**
Student Center Fee Fund	**2**	**$ 1,491.71**
Total	**257**	**$ 1,337,864.84**

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: 4/29/2015

Susan Rinne, Interim Vice Chancellor for Finance & Administration

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Susan Rinne* Date: 4/29/2015

Susan Rinne, Interim Vice Chancellor for Finance and Administration

FINANCE DEPARTMENT REVIEW

__X__ Finance review required _____ Finance review *not* required

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

If not approved, please give reason: _____

_____

Signature: *Susan Rinne* Date: 4/29/2015

Susan Rinne, Interim Vice Chancellor for Finance and Administration

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

_____ Legal review required __X__ Legal review *not* required

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

Signature: _____ Date: _____

Nitasha **Sawhney**, Acting General Counsel

CHANCELLOR'S OFFICE APPROVAL

__X__ Approved, and Place on Agenda ____ Not Approved, but Place on Agend

Signature: *José M. Ortiz* Date: _____

José M. Ortiz, Chancellor