

**Los Angeles Valley College
Service Outcomes – Administrative Services**

Department Name: ADMINISTRATIVE SERVICES – PROCUREMENT OFFICE

Department Description: (Provide a brief description of the department.)
Process Purchase Orders (PO), Short Term Agreements (STA), Contracts (CO), and other documents related to Procurement within the limit of the delegated authority to the College President by the Chancellor (B-19 Delegation of Contracting Authority to College Presidents). Prepares Board Agenda for three colleges (Valley, Pierce & Mission).

Service Outcome	Evaluation Strategies
<p>Process POs, STAs, COs on a timely manner.</p> <p>Comply with Business Operations Policies and Procedures, Board and Ed Codes rules/regulations and requirements. Making sure that appropriate documents and accounts are being used in procuring goods and services.</p>	<ul style="list-style-type: none"> - check if the Purchase Request (PR) has been authorized by appropriate Administrator - check if the requestor submitted all required quotes as needed - check the validity of the quotes (most quotes are valid only for 30 days) - check if account provided is correct - check and verify if service being acquired is not considered as contract out classified work

Provide an implementation plan/timeline:

- A one-day Procurement Training is scheduled to take place in July, 2008 for Valley College to be presented by the Office of General Counsel, District Business Services Division and the College Procurement Specialist.

- Proposed topics for this Training will be as follows:

- Procurement Policy Overview
- Procurement Responsibilities and Organization
- Legal Authorities for Procurement
- Types of purchases
- Lease of equipment
- Authorization To Pay
- Purchasing Card
- Receiving and Acceptance of Purchase Items
- Invoice and Payment
- Supplier
- Procurement Consideration for Specially Funded Programs
- Civic Center/Permit for Use

-Target Audience as follows:

- College Presidents, Vice Presidents, Associate Vice Presidents, Deans, Department Heads
- Purchasing Staff
- Receiving Staff
- Accounts Payable Staff
- SFP Directors and Staff responsible for procurement
- Directors of Facilities and facilities staff involved in procurement
- Any other College Staff that input purchases in SAP Database