



This policy and procedure addresses the required Procurement Authorization Form documentation that must accompany every procurement request (E.g. Purchase Order, Facilities Order, Request for Contract or Short-term Agreement). This policy will result in:

- Compliance with Accreditation Standards. (Standard III.D)

This policy and procedure addresses only the Procurement Authorization Form documentation that needs to be included with all procurement documents prior to submission for approval. All other required documentation still applies.

**Funds that are required to be in compliance with this policy are funds: 10099, 10100, 10106, 10109, 10117, 10118, 10119, 10140, 10160, 10209, 10210, 10211, 10212, 10213, 10999. This policy does not apply to all other funds. Procurement of services and goods deemed to be Health and Safety in nature or required to offer an approved course are exempted from this policy.*

Required Documentation/Process

All procurement requests (E.g. Purchase Order, Facilities Order, Request for Contract or Short-Term Agreement) must be accompanied by a completed and signed Procurement Authorization Form prior to submittal to the Division Vice President for approval. The form must be signed by the requestor and the next level of authority above the requestor, usually a Director, Dean or Associate Dean, prior to submittal. If the next level of authority above the requestor is the Vice President or the President the requestor signs both lines.

The request for procurement document and the accompanying Procurement Authorization Form will be reviewed and approved by the Division Vice President.



PROCUREMENT AUTHORIZATION FORM (Unrestricted)

**Los Angeles Valley College
Procurement Authorization Form**

**This form need to be completed and submitted with all Purchase Requisitions, Facilities Orders, Short Term Agreement Requests and Contract Requests for funds 10099, 10100, 10106, 10109, 10117, 10118, 10119, 10140, 10160, 10209, 10210, 10211, 10212, 10213, 10214 and 10999. Procurement is not authorized until the Division Vice President approves the procurement.*

In detail, please describe the goods or service the department is requesting and provide a justification for the purchase.

In detail, describe the impact on instruction or ongoing operations or service to students if the request is denied.

In detail, please explain how this procurement is connected to the College's Vision, Mission and Core Values or another College approved planning document?

Requestor (Print and Sign)

Date

Level of Authority Above Requestor
(Print and Sign)

Date

Area Vice President (Print and Sign)

Date