



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 6331 Procurement

**ISSUED: February 17, 2009
REVISED:**

The CEO directs that the following regulations are to apply to all procurement at the Compton Community College District:

1. Procurement is defined as any act by an employee that results in a non-salary financial obligation to the Community College District.
2. Procurement may only be authorized by employees assigned to designated positions. Those positions are: Special Trustee, CEO, Chief Business Officer, Director of Fiscal Services, Director of Facilities, and the Assistant Purchasing Agent. No other employee may act to cause a non-salary financial obligation unless they have prior written authorization to do so by a person in a position authorized to do procurement.
3. Every person authorized to do procurement, prior to initiation of any procurement, must provide a signed statement detailing any family, household, or business relationship the owner, officers, or principal employees of the vendor now have or have had at any time in the preceding six years, or a statement that no such relationship exists.
4. The award of any contract for goods, services, or professional services to any employee or previous employee of the district for a period of one year following their last employment date is prohibited. This extends to the employee, members of the employee's household, and the immediate family of the employee (wife, husband, mother, father, brother, sister, brother in law, sister in law, children, step children) acting as owner, principal, or employee of a vendor seeking to do business with the District.
5. The Compton Community College District employees will under no circumstances engage in business with any vendor who is currently debarred by the Federal government, the State of California, or the County of Los Angeles, or other California governmental entity.
6. The Chief Business Officer will promulgate the detailed Administrative Procedures implementing these regulations.

Reference:

Board of Trustees Policy: BP 6330 Procurement
Administrative Procedure: AP 6331A Procurement