



# Mt. San Jacinto Community College District Purchasing Thresholds – Revised 12/18/24

## Administrative Procedure (AP) 6330 and Public Contract Code (PCC)

The procurement of supplies, equipment and services must be processed through the District's Galaxy financial and purchasing system. The Vice President of Business Services has transferred authority to sign and approve procurement transactions. Only the following District employees are authorized to approve purchase orders, which financially obligates the District. These include the following authorized parties:

- x Associate Dean of Support Services
- x Director of Procurement and Administrative Services and/or Purchasing Supervisor

District employees are NOT authorized to contact vendors directly to place orders without prior written authority from the Purchasing Department. All orders must go through the purchasing process and follow approved procedures.

Purchase Order Limits for goods and services (AP 6330)	
\$114,800 (2025) Bid Limit	Purchases higher than the current bid limit must be formally bid and require prior Board of Trustees approval <i>f</i> PCC 20651(a) amount increase annually effective January 1 <sup>st</sup> <i>f</i> Includes purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district. <i>f</i> Includes services that are non-construction <i>f</i> Includes repairs, maintenance as defined in PCC Section 20565, and that are not public projects as defined in PCC Section 22002(c) <i>f</i> Exceptions are piggyback, cooperative bid, professional services, instructional materials, textbooks
\$25,000 – Bid Limit	Requires a minimum of 3 written quotes *
\$3,000 - \$25,000	Requires verbal or written quotes from 2 or more vendors *

- a) The change would allow projects costing \$75,000 or less to be performed by employees of a public agency by force account, by negotiated contract, or by purchase order;
- b) The change would allow projects costing up to \$220,000 to be contracted by informal bidding procedures; and projects costing over \$220,000 are subject to the formal bidding process.

The noted increases are pursuant to the provisions and benefits found in the Act, which provides public agencies with economic benefits and greater freedom to expedite public works projects. For agencies which follow the cost accounting procedures set forth by CUCCAC in its Cost Accounting Policies and Procedures Manual, these increased limits will expedite delivery of public work projects and reduce bid processing costs. If your agency is currently subject to the Act, a new resolution adopting the change into legislation is not required.

### Public Works (CUPCCAA) Purchasing Thresholds

\$1,000 or over

Require the