PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6310**

Accounting

Reference: Budget and Accounting Manual, Chapters 3 and 4

An accounting system shall be maintained that provides necessary information for efficient administration of the District. The system shall be designed to give assurance to members of the Board of Trustees and citizens of the District of proper administration and stewardship of District funds. The Budget and Accounting Manual published by the California Community Colleges is adopted as the manual of accounting for the District.

(Formerly PVC Board Policy 3250)

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6315**

Warrants

Reference: Education Code Sections 59410, 85230 et seq.

It shall be the responsibility of the Office of Administrative Services to make payment on all verified accounts payable within thirty (30) days, or as soon as possible subject to Riverside County payment schedules, after receipt of the purchase except in cases when a cash discount is offered. If the vendor offers a cash discount for immediate payment, such payment may be made as soon as the merchandise is received.

Debts to the College/District

Any individual who has incurred, but not paid, a debt to the college/District shall be denied a diploma, transcripts, grades or other services. Under extenuating circumstances, the Superintendent/President or designee may make exceptions to this policy (including denial of registration)(see also BP/AP 5035).

(Formerly PVC Board Policies 3250 and 3370)

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6325**

Payroll

Reference: Education Code Section 70902

Regular monthly payroll warrants for the certificated staff shall be prepared for delivery on the last working day of the month. Classified staff payroll warrants shall be prepared for delivery in accordance with the Riverside County payroll schedule. Withholding of income tax and other deductions shall be accomplished in accordance with state and federal regulations.

All payroll reports and time cards shall be completed and submitted to the Office of Administrative Services in accordance with schedules established by the Vice President of Administrative Services.

Payroll record adjustments (e.g. name changes, etc.) shall be effective upon receipt of proper documentation.

(Formerly PVC Board Policy 3300)

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6320**

Investments

Reference: Government Code Section 53600 et seq.

The Superintendent/President is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

See Administrative Procedure 6320

(Formerly PVC Board Policy 3050)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6320**

Investments

Reference: Government Code Section 53600 et seq.

The Superintendent/President authorizes the Vice President of Administrative Services to invest reserve funds through the county treasurer in acceptable state and federal securities.

The Vice President of Administrative Services is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the governing board in accordance with Government Code Sections cited above and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- County Treasurer's Investment Pool. Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code 53635 and investment policies adopted by the County Board of Supervisors.
- State's Local Agency Investment Fund (Government Code Sections 16429.1 - 16429.3). District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code 16429.2).

- Other Investments - Other investments as permitted by Government Code Section 53600 et seq., and in particular Government Code Sections 53601 and 53635*, may be made by Vice President of Administrative Services subject to prior approval of the governing board.

* Government Code Sections 53601 and 53605 permit many very specific investments. Questions should be referred to financial advisors or counsel.

(Formerly PVC Board Policy 3050)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6330**

Purchasing

Reference: Education Code Section 81656; Public Contracts Code Section 20650 et seq.

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board.

See Administrative Procedures 6330-0 and 6330-1
See also BP/AP 6340 - Contracts

(Formerly PVC Board Policy 3110)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6330-0**

Purchasing

Reference: Education Code Section 81656; Public Contracts Code Section 20650 et seq.

The Vice President of Administrative Services is delegated responsibility from the Superintendent/President to procure materials and services necessary to carry out the educational program in accordance with the following guidelines:

1. The maximum value for each dollar expended shall be obtained, serving the best interests of the District in all transactions.

2. All applicable provisions of state and federal laws governing school district purchases shall be adhered to.

3. Purchasing, whenever applicable, shall be accomplished after competitive bidding with award to the lowest responsible bidder meeting those specifications that are descriptive of materials or services desired and that are sufficiently broad to promote competitive bidding.

4. All bidders, including minority suppliers, shall be given an equal opportunity to qualify for District business with all purchasing to be done without favor, prejudice, or discrimination.

5. Purchasing shall be conducted in a business-like manner using the most efficient procedures, records, and reports obtainable. All bids shall be publicly opened and read at the prescribed time and place. The Board authorizes staff to advertise and open bids on routine supplies, equipment, and minor public works. Bids on major construction projects shall be opened at a public Board meeting.

6. To ensure objectivity in dealing with vendors, employees of the District and members of the Board of Trustees shall not accept gratuities.

7. When consistent with other policies, the District shall participate in cooperative purchasing with other governmental agencies and shall acquire material, when advantageous, from the State Educational Agency for Surplus Property.

8. Expenditures shall be delegated to the Vice President of Administrative Services or designee and administered in accordance with administrative procedures.

9. All procurement contracts and purchasing of equipment shall be accomplished through the Office of Administrative Services to ensure timely payment of District obligations and control of fixed assets.

10. The District shall not purchase from, nor sell to, District employees any articles, equipment, or real property except through public competitive bidding or other acceptable purchasing procedures (see BP/AP 6550 - Disposal of Property).

11. Willful failure by District employees to comply with the purchasing policies/procedures of the Board of Trustees shall be cause for disciplinary action against those persons. Purchases made without processing through required channels shall be deemed to be personal purchases by the individual.

(AP 6330-0 is CCLC AP 6330)

See Administrative Procedures 6330-1
See also BP/AP 6340 - Contracts

(Formerly PVC Board Policy 3110 and 3150)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6330-1**

Purchase Orders and Requisitions

Requisition for Instructional Materials

1. Certificated employee fills out District requisition form and submits it to the Vice President of Instructional Services.

2. Vice President of Instructional Services approves the requisition and sends it to the Vice President of Administrative Services.

3. The Office of Administrative Services assigns a purchase order number to the requisition.

4. The purchase order is approved by the Vice President of Administrative Services or the Superintendent/President.

5. Purchase order is mailed, emailed or faxed to the vendor by the Office of Administrative Services.

6. Upon receipt, the merchandise is checked against the purchase order by Bookstore personnel for disbursement to appropriate employee/department.

7. Copy of purchase order is returned by Bookstore personnel to the Office of Administrative Services and payment is mailed to vendor.

Requisition for Non-instructional Materials

1. Employee fills out District requisition form and submits it to their respective vice president for approval.

2. The Office of Administrative Services assigns a purchase order number to the requisition.

3. The purchase order is approved by the Vice President of Administrative Services or the Superintendent/President.

4. Purchase order is mailed, emailed or faxed to the vendor by the Office of Administrative Services.

5. Upon receipt, the merchandise is checked against the purchase order by Bookstore personnel for disbursement to appropriate employee/department.

6. Copy of purchase order is returned by the Bookstore personnel to the Office of Administrative Services and payment is mailed to the vendor.

(AP 6330-1 is not a CCLC AP)

See Administrative Procedures 6330-0
See also BP/AP 6340 - Contracts

(Formerly PVC Administrative Regulation 3110)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6335-PVC**

District Credit Cards

Reference:

Purpose - The purpose of the district credit card is to make purchases of goods and services on behalf of the district in the process of carrying on the business of the district.

The Superintendent/President has the authority to provide for and direct the number of cards necessary to conduct district business. The Superintendent/President shall adopt administrative procedures to implement this policy.

See Administrative Procedure 6335-PVC

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6335-PVC**

Use of District Credit Cards

District credit cards are issued to district staff members only upon the written authorization of the Superintendent/President. Authorization of district credit cards will be reviewed annually by the Superintendent/President.

District credit cards will be used for the following purposes:

1. Attendance at business meetings to include registration for the meetings;
2. District approved travel to include the cost of travel on common carrier, taxi, shuttle or rental cars, fuel for college owned vehicles or emergency repairs to either college or personal vehicles when the personal vehicle is being used on District approved travel. However, the cost of emergency repairs to personal vehicles will be fully documented with a written explanation and the District will be reimbursed for the repairs to personal vehicles within five (5) business days of the end of the travel;
3. Lodging while on District approved business;
4. Hospitality;
5. Food and beverages while on District approved business consistent with the Board's policy on travel; and
6. Purchase of goods or services where it is not possible to make the purchase through the normal purchase process (e.g., the merchant will not accept a purchase order) or where it is deemed by the Superintendent/President or by the Vice President of Administrative Services to be more efficient to make the purchase with a District credit card.

Receipts for purchases with District credit cards will be presented to District Fiscal Services as soon as practical after the purchase.

All expenditures using District credit cards will be reported to the Board of Trustees.

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6340**

Contracts

Reference: Education Code Sections 81641 et seq.; Public Contracts Code Sections 20650 et seq.

The Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President concludes that the best interests of the District will be served by prequalification of bidders in accordance with the Public Contracts Code Section 20651.5, prequalification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order though any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

See also BP/AP 6330 - Purchasing

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval
7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6340**

Bids and Contracts

Reference: Education Code Sections 81641 et seq.; Public Contracts Code Sections 20112, 20650 et seq., and 22000 et seq.

Limits
Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in the Public Contracts Code will require documented quotes.

- Purchase of goods and services in excess of the limits set out in the Public Contracts Code will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approved by the Board of Trustees prior to award.

Bid Specifications
Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Form Advertised Bids
The District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District or if there is not such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's web site or through an electronic portal, a notice calling for bids or proposals, stating the materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by the Superintendent/President or designee. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Superintendent/President or designee shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with California Labor Code Sections 1775 and 1776 governing payment of prevailing wages and California Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Superintendent/President or designee shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts
The awarding of bids and contract shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District for good and sufficient reason.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make is selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

Purchase without Advertising for Bids
The Vice President of Administrative Services is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Vice President of Administrative Services may, without advertising for bids, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Vice President of Administrative Services may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies
Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid
When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Superintendent/President or designee may enter into a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratifications by the Board.

Unlawful to Split Bids
It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Purchasing Contracts - Nondistrict Funds
All contracts for capital equipment or rental/lease of facilities of equipment shall be processed through the Office of Administrative Services.

The Superintendent/President is also authorized to enter into agreements for services when district funds are not involved, e.g. dance bands, when only student body funds shall be used.

Contract Payments
The Vice President of Administrative Services is authorized to make progress payments on Board-approved contracts at times specified by the contract. A report of progress payments for public works contracts shall be submitted periodically to the Board of Trustees.

See also BP/AP 6330 - Purchasing

(Formerly PVC Board Policies 3120 and 3260)

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6350**

Contracts - Construction

Reference: Education Code Sections 81800; Public Contracts Code Sections 20650 et seq., 22000 et seq.

The Superintendent/President shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Superintendent/President shall be responsible for the preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Board for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications and revised cost estimates, if any, will be submitted for approval to the State Chancellor's Office and the State Department of General Services as required by statute in the name of the Board of Trustees.

When appropriate, the final working drawings and specifications, approved by the Division of State Architects (DSA) and the State Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Board of Trustees for adoption.

The bidding of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding.

See also BP/AP 6330 - Purchasing

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6360**

Contracts - Electronic Systems and Materials

Reference: Education Code Sections 81641 et seq., 81651; Public Contracts Code Sections 20651 et seq.

The District may contract with any vendor who has submitted one of the three (3) lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340-0.

Criteria to determine what constitutes a responsive bid shall be established by the Superintendent/President, the Vice President of Administrative Services, and other appropriate District staff.

Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the District following the sale. The governing board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

See also BP/AP 6330 - Purchasing

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6365**

Contracts - Accessibility of Information Technology

Reference: Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d); 36 CFR 1194.1 et seq.; Government Code Section 11135; Title 5 Sections 59300 et seq.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

> "The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

See also BP/AP 6330 - Purchasing

7/26/11 Board Information Item

Contracts - Personal Services

Reference: Government Code Section 53060; Education Code Section 88003.1.

The District may enter into personal services contracts to achieve cost savings when each of the following conditions is met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;
- The contractor's wages are at the industry's level and do not undercut District pay rates;
- The contract does not cause the displacement of District employees;
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;
- The amount of savings clearly justifies the size and duration of the contracting agreement;
- The contract is awarded through a publicized, competitive bidding process;
- The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards;
- The potential for future economic risk to the District from potential contractor rate increases is minimal;
- The contract is with a firm; and
- The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District.

Personal service contracts are also permissible when any one of the following conditions is met:

- The contract is for new functions mandated or authorized by Legislature to be performed by independent contractors;
- The services are not available within the District or cannot be satisfactorily performed by District employees;
- The services are incidental to a purchase or lease contract;

- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process;
- The work meets the criteria for emergency appointment;
- Equipment, materials, facilities, or support services could not feasibly be provided by the District; or
- The services are of an urgent, temporary, or occasional nature.

Professional Experts

Contracts for the services of persons who qualify as professional experts may be entered into without competitive bidding. Professional experts are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced and competent to perform the services required. Compensation for special services and advice from professional experts may be paid from available funds in the amounts deemed proper for the services rendered.

Independent Contractors

To be an independent contractor, substantial conformance with the following conditions must exist:

- The contractor controls the way in which work is performed.
- The contractor sets his or her own hours.
- The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District.
- No District employees have duties similar to the independent contractor.
- The District does not provide assistants to the contractor.
- The duration of employment is for a specific job, not for specified period of time.
- The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District's facilities (e.g., equipment, office furniture, machinery).
- The contractor's investment in his or her trade must be real, essential, and adequate.
- The contractor has employer identification numbers with the Internal Revenue Service and the California Employment Development Department for reporting employer payroll taxes and employee wages.
- The individual is not presently employed by the District to do the same type of work.

- Contractors are hired to provide a result and usually have the right to hire others to do the actual work.

- Contractors are hired for the final result, and therefore should not be asked for progress or interim reports.

- Contractors are generally responsible for their incidental expenses.

- Contractors should be able to make a profit or a loss. Five (5) circumstances show that a profit or loss is possible:

    1. If the contractor hires and pays assistants
    2. If the contractor has his own office, equipment, materials, or facilities
    3. If the contractor has continuing and reoccurring liabilities
    4. If the contractor has agreed to perform specific jobs for prices agreed upon in advance
    5. If the contractor's services affect his own business reputation

- Contractors can not be fired so long as they produce a result that meets the contract specifications.

- Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.

Consultants

Consulting services contracts refer to all services that:

- are of an advisory nature,

- provide a recommended course of action or personal expertise,

- have an end product which is basically a transmittal of information, either written or verbal, and

- are obtained by awarding a procurement-type contract, a grant, or any other payment of funds for services of the above type.

The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.

See also BP/AP 6330 - Purchasing

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6380**

Vendors

Reference:

Vendors permitted to operate on District property shall be in compliance with District policies and procedures including, without limitation, the following:

- BP/AP 3600 - Auxiliary Organizations
- BP/AP 3826-PVC - Visitors on Campus
- BP/AP 5550 - Speech: Time, Place, and Manner
- BP/AP 6300 - Fiscal Management
- BP/AP 6340 - Contracts
- BP/AP 6500 - Property Management
- BP/AP 6540 - Insurance

Student groups, employees, and external groups must apply to the Office of Administrative Services for consent to vend on District property. Subject to the approval of the Superintendent/President or designee, rental fees and other revenue to the college related to vendors on campus shall be established by the Vice President of Administrative Services.

See also BP/AP 6330 - Purchasing

7/26/11 Board Information Item

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6400**

Audits

Reference: Education Code Section 84040(b)

There shall be an annual external audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual external audit is completed. Upon recommendation by the Vice President of Administrative Services, the Superintendent/President shall submit a contract for board approval of a certified public accounting firm to conduct the annual external audit.

The Superintendent/President may request a special audit whenever, in his/her opinion, it is necessary for the best interests of the District.

See Administrative Procedure 6400

(Formerly a part of PVC Board Policy 3290)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **6400**

Audits

Reference: Education Code Section 84040(b), 81644

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be determined by the District, but in any event no longer than five (5) years during any contract period. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- a statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- a summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be submitted to the state Chancellor's Office by December 31st and presented to the Board of Trustees by February 28th of the following year.

Periodic Financial and Statistical Reports

The Superintendent/President and staff shall prepare statistical reports and any special reports when requested to do so by the Board of Trustees. The Superintendent/President may place any request for special reports on the agenda for Board Action.

The Vice President of Administrative Services may independently spot audit any District account, including student organization accounts and the revolving cash funds. A written report shall be made to the Superintendent/President.

Control of Fixed Assets

An up-to-date fixed assets inventory shall be maintained. Overall responsibility for this function rests with the Office of Administrative Services. A professional appraisal firm may be hired to determine value of property and equipment.

(Formerly PVC Board Policy 3280, 3140 and a part of PVC Board Policy 3290)

11/19/08 College Council Approval
12/9/08 Board First Read
1/27/09 Board Second Read and Approval