



**Kern Community College District
Board Policy**
Chapter 6 – Business and Fiscal Affairs

BP 6330 Purchasing

References:

Education Code Section 81656;
Public Contract Code Sections 20650 and 20651

Note: This policy is *legally required*.

The Chancellor or designee 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 Public Contract Code Section 20651 as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

Use of Credit Cards Issued by the Kern Community College District

CAL-Cards

CAL-Cards will only be issued to District and College Educational Administrators and Classified Managers if their job duties require the regular use of a credit card. CAL-Cards will be issued to non-managers only in cases where there is a compelling business reason and issuance is approved by the District Chief Financial Officer and College President or Chancellor.

CAL-Card applications will be completed prior to issuance. Transactions will be limited to, travel, supplies, or equipment.

Gas Credit & Purchasing Cards

Individual cards will be assigned to employees assigned a District vehicle as part of their employment contract.

Individual pool vehicles will be assigned specific cards and checked out when vehicles are approved for specific District or College use.