



Peralta Community College District

Overview of Measure A Procurement Procedures

10-30-07



Background - Measure A

- On 1-16-07, the Board of Trustees approved spreadsheets listing specific Measure A Instructional Equipment and Furniture for each campus and the District.
- Only items listed on the spreadsheets may be purchased with Measure A funds.
- All Measure A purchases are subject to Bond Oversight Committee audits.
- Special forms are required for all Measure A purchases.



Measure A Required Forms

There are 3 required forms for Measure A purchases:

- Instructional Furniture & Equipment Procurement Request Form – Campuses
- Furniture & Equipment Needs Procurement Request Form – District
- Construction Project Request Form – All Sites



Where to Find Measure A Forms and Spreadsheets

Measure A procurement forms and spreadsheets are available on the Dept. of General Services website.

The URL is:

- <http://www.peralta.edu/apps/docs.asp?Q=Projects/486>

Or navigate to this area:

- Go to www.Peralta.edu
- Click "District Service Centers"
- Click "General Services"
- Click "Measure A" under DGS Documents
- Click "Measure A Documents and Forms"



Measure A Spreadsheets Available on the Website

The following Measure A spreadsheets are posted on the website. They list the specific items already approved by the Board for each campus and the District.

- Measure A Instructional Equipment & Furniture Needs Allocation 2006/2007
- Short-Term Construction Project Matrix
- Short-Term Phase II Construction Project Matrix (coming soon)



Instructional Furniture & Equipment Procurement Request Form

This form is to be used by campuses only.

1. To purchase any item(s) listed on a campus Measure A spreadsheet, each campus must complete Section I and Section II of this form.
2. Instructions for completing this form are on the cover sheet for the form.
3. Follow all normal purchasing procedures in obtaining 3 quotes, providing backup documentation, completing the Bid Recap sheet, and generating a requisition.



Instructional Furniture & Equipment Procurement Request Form (cont'd)

4. After completing Section I and Section II, route the form to the Department of General Services for approval by General Services, Finance, and the Chancellor.
5. General Services returns approved forms to the Campus Business Office.
6. Campuses forward a copy of the approved form and backup documentation to Purchasing.
7. Purchasing cannot issue a Purchase Order without BOTH the approved Instructional Furniture & Equipment Procurement Request Form AND the required backup documentation.



Furniture & Equipment Needs Procurement Request Form

This form is to be used by the District only.

1. To purchase any item(s) listed on the District Measure A spreadsheet, the requestor must complete Section I and Section II of this form.
2. Instructions for completing this form are on the cover sheet for the form.
3. Follow all normal purchasing procedures in obtaining 3 quotes, providing backup documentation, completing the bid recap sheet, and generating a requisition.



Furniture & Equipment Needs Procurement Request Form (cont'd)

4. After completing Section I and Section II, route the form to the Department of General Services for approval by General Services, Finance, and the Chancellor.
5. General Services returns approved forms to the requestor.
6. The requestor forwards a copy of the approved form and backup documentation to Purchasing.
7. Purchasing cannot issue a Purchase Order without BOTH the approved Furniture & Equipment Needs Procurement Request Form AND the required backup documentation.



Construction Project Request Form – All Sites

Use this form to request new construction projects NOT listed on either the Short-Term Construction Projects spreadsheet or the Short-Term Construction Projects Phase II spreadsheet.

- The requestor must complete Section I and Section II of this form.
- Route the form to the Department of General Services for approval by General Services, Finance, and the Chancellor.



How to Purchase Items Not Listed on the Spreadsheets

- To purchase items not listed on a spreadsheet or to substitute an item listed on the spreadsheet, contact the Department of General Services.
- General Services will evaluate requests on a case-by-case basis and determine the next steps.



Measure A Contact Information

- For General Oversight and Procedures:
Dr. Sadiq Ikharo, Vice Chancellor of General Services
466-7336
- For Purchasing Oversight:
John Banisadr, Purchasing Compliance Manager
587-7895
- For Tracking of Forms:
Kawanna Muldrow, Senior Secretary
466-7342
- For Requisitions and POs:
Eva Chiu, Measure A Buyer
466-7217