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**Administrative Procedure**  
Chapter 6 – Business & Fiscal Affairs

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**AP 6330 PURCHASING**

**References:**

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

The Director of Business Support Services, under the direction of the Vice President, Administrative Services, shall be responsible for administering these procedures.

Purchasing functions shall be carried out in the simplest and most efficient manner, consistent with service to the District and with sound business practices, conducted with fairness, dignity and honesty in buying and selling, and in accordance with applicable Education Code Sections and Government Code Sections.

The Purchasing department shall support and assist the various offices, departments, and activities of the District in compliance with legal requirements imposed under applicable Education Code, Government Code, and Public Contract Code.

Purchasing shall establish and use college standards in selecting materials, supplies, etc.

All specific operational procedures are in the Handbook of Purchasing Regulations.

Also see BP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts – UPCCAA, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors.

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