



Office of Executive Vice President
Felipe R. Lopez
Executive Vice President of Business Services /
Assistant Superintendent

April 13, 2023

VIA E-MAIL ONLY

apark0006@student.cerritos.edu

Amy Parker

Re: California Public Records Act Request

Dear Ms. Parker,

This correspondence constitutes the Cerritos Community College District's ("District") response to your California Public Records Act ("CPRA") request received by the District via email on April 4, 2023. Specifically, you requested an:

"itemized list of all items that were purchased under PO1-64360-02210-APO230000001-3-Modification (and its original, if applicable) from the applicable vendor(s). This should include at minimum (more data is preferable) the name/title of each item, and how much each item was purchased for. A copy of the Amazon purchase log itself, for instance, would suffice. "

Under the CPRA, a "public record" is defined as, "any writing containing information related to the conduct of the people's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." (Government Code § 6252(e)).

The District has determined that your request identifies public records in the possession of the District (Government Code section 6253, subsection (c)).

Enclosed herewith is a detail financial report for PO1-64360-02210-APO230000001-3 for non-instructional supplies (attached). The report shows this item is an open purchase order that was modified three times. The report also shows zero expenditures charge against this purchase order. It is common for an open purchase order to be created for future items. As of April 13, 2023, no items have been charged against this purchase order.

Please feel free to contact me if you have any questions regarding the above.

Sincerely,

Felipe R Lopez, MBA
Executive Vice President of Business Services

Cerritos Community College District

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