

Purchasing \$en\$e

Spring 2018

Dear Reader,

It's springtime when all starts anew...including some important changes to our District Purchasing Policy.

District Purchasing Policy



Here are the new Purchasing thresholds effective February 8, 2018:

\$0 - \$3,500	No bids required, go to best source, unless any single item in the list is \$1,000 or more, then 2 verbal bids are required. Note: While you are only required to get bids on the single item that is \$1,000 or more, it is best practice to give vendors an opportunity to bid the entire order.
\$3,501 - \$25,000	2 written bids on vendor stationery or vendor email. Be sure all bids are current.
\$25,000 – Up	Purchasing must get bids.

Contract Highlights

The following contracts have now been put in place:

On-line Ticketing System Services:

Diamond Ticketing Systems, Contract C18-062
Artech Holdings LLC (On the Stage), Contract C18-063

Plays/Musicals for Rights/Royalties/Licensing:

Music Theatre International, Contract C18-050
Rogers & Hammerstein, Contract C18-053
Theatrical Rights Worldwide, Contract C18-052

Orchestrated Broadway (Instrumental Only):

The MT Pit, Contract C18-051

On-Site Shredding Services:

Shred It, Contract C18-098

Student Travel



All out-of-state student travel must be bid by Purchasing regardless of the amount.

In-state student travel up to \$25,000 requires 2 written bids. Travel over \$25,000 must be bid by Purchasing.

Note: All student travel contracts whether in-state or out-of-state need to be reviewed by Purchasing before a purchase order is issued.



“Survey Says...”

We want to hear from you! The Purchasing Dept. will be conducting a survey shortly, and would love to receive as much input as possible. The short survey will come to you via Survey Monkey. Please take a few moments to complete the survey and give us any feedback that will help us serve you better. Thank you for your time and for all you do to make Davis School District the best!

Friendly Reminders...

- Even when items are under contract, you must have a purchase order in place prior to ordering your items from the vendor.
- You always have the option of letting Purchasing get bids for you.
- As we near the end of the fiscal year and budgets get smaller, purchase orders “In Process” need to be reviewed. There may be money encumbered that can be released if all the items have been received and the cost was less than anticipated (or if items will not be received.) Any PO that is 6 months old can be completed without Purchasing. For PO's that are less than 6 months old, just give us a call or send us an email and we will be happy to complete them for you.
- Remember, Certificates of Insurance are required for bus companies, bounce toys, etc. Contact CoriDawn x27811.