

PURCHASING PROCEDURES / PETTY CASH

Purchasing Services shall strive to achieve the best price for the district while allowing the district to operate efficiently and economically. The following guidelines shall be followed:

The purchase of items over \$ 1,500 per item up to a cumulative total of \$ 3,000 may be made by the superintendent's designees, after obtaining three telephone quotes, if reasonably available, summarized on a written document or, if desired, three written quotes may be obtained. Records will be retained for one year from date of quote. One quote should be from a local vendor if possible.

1. Purchases of items over \$ 1,500 per item shall be reviewed by the purchasing department staff to ensure sound purchasing procedures and adequate pricing comparisons.
2. High volume capital items will be flagged automatically through the accounting system for review by the purchasing department staff regardless of item cost.
3. The purchase of goods or services, other than professional services, over \$5,000 will not be authorized without the receipt of at least three written quotations, if reasonably available. Records will be retained for three years from date of quote. One quote should be from a local vendor if possible. Written quotations shall either be reviewed or solicited by the purchasing staff before submission to the appropriate administrator for authorization.
4. Total purchases over \$25,000 and above shall be made only after a formal bidding procedure. Public notice of the solicitation of bids shall be made in a newspaper used for publication of district notices unless the Board waives such formal bidding procedure at a public meeting. The purchasing department staff shall facilitate all formal bids. Unless otherwise provided by resolution, all contracts for \$50,000 or more shall first be authorized by the Board. The Board shall award contracts as a result of documentation provided by the superintendent or his designee. However, the Board reserves the right to reject any and all bids in whole or in part and to accept that bid which appears to be in the best interest of the district.
5. In some instances, where there is only one supplier of a specific item, the bid and price quotation procedure may be waived with the approval of the superintendent or designee after other requirements of Board policy are adequately met. All requests for purchases of a product or service from a single vendor must first be authorized by the appropriate administrator and forwarded to the superintendent or designee for approval.

When there is a request to purchase a specific product or to use a specific vendor, the following detailed information will be required:

1. Unique features of the product must be identified.
2. If there are other similar products available, the reasons must be described why those products will not meet district needs.
3. If maintenance costs are an issue, evidence of past service problems or benefits must be obtained.

4. If service considerations are an issue, evidence of past service problems or benefits must be obtained.

Adopted prior to 1985

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