

Purchases

Requisitions will be approved by the superintendent or designee. At a minimum, requisitions will provide the following information:

- A. Name of school, department and originator, and date originated;
- B. School department or person to which material is to be delivered;
- C. Budget year;
- D. Specifications of equipment items (manufacturer, stock number, etc);
- E. Estimated cost based on latest price; and
- F. Authorizing signature

Upon placement of a purchase order, the finance office will encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues.

Materials desired for “examination” should be ordered on requisition, and include a statement that “the following items are for examination for 30 days.”

Minor & Major Purchases

A. Definitions

- 1. Minor Purchases: Any purchase of furniture, equipment, or supplies, except books; and, building improvements, repair, or other work which is estimated to cost \$40,000 or less.
- 2. Major Purchases: Any purchase of furniture, equipment, or supplies, except books, which is estimated between \$40,000 and \$75,000.

B. Minor Purchases

- 1. Minor purchases may be authorized by the superintendent or designee.
- 2. Purchases authorized by the superintendent or designee shall be effected through the finance office by delivery of a purchase order to a supplier.
- 3. Any employee will submit requests for supplies and equipment to the superintendent or designee by requisition through their supervisor with his/her signed approval. Minor purchases over \$2,000 must also be approved by the appropriate cabinet-level administrator.

4. Emergency expenditures may be made through oral agreement with the finance office for the assignment of a purchase order number to be included on a confirmation requisition. For these purposes, an emergency is defined as an unforeseen combination of events that calls for immediate action to prevent physical injury to persons or to property or to continue an activity which is critical to the operation of the district.
5. Negotiations with suppliers regarding purchase orders issued shall be conducted through the finance office.

C. Procedures - Major Purchases

1. Major Purchases - with estimated cost over \$75,000 shall be by a public bidding process pursuant to state law. See Policy 6220 – Bid Requirements.
2. Major Purchases - with estimated cost of \$75,000 or less shall be by a competitive basis. See Policy 6220 – Bid Requirements.

Legal References: RCW 28A.335.190
 39.04.155
 39.04.280

Adopted: March 19, 1963
Amended: September 15, 1971
 May 11, 1978
 June 19, 1980
 November 15, 1984
 September 5, 1985
 January 9, 1989
 June 13, 1994
 December 11, 1995
 April 8, 1996
 January 22, 2001
 August 13, 2001
 December 15, 2003
 September 12, 2005
 January 13, 2014