

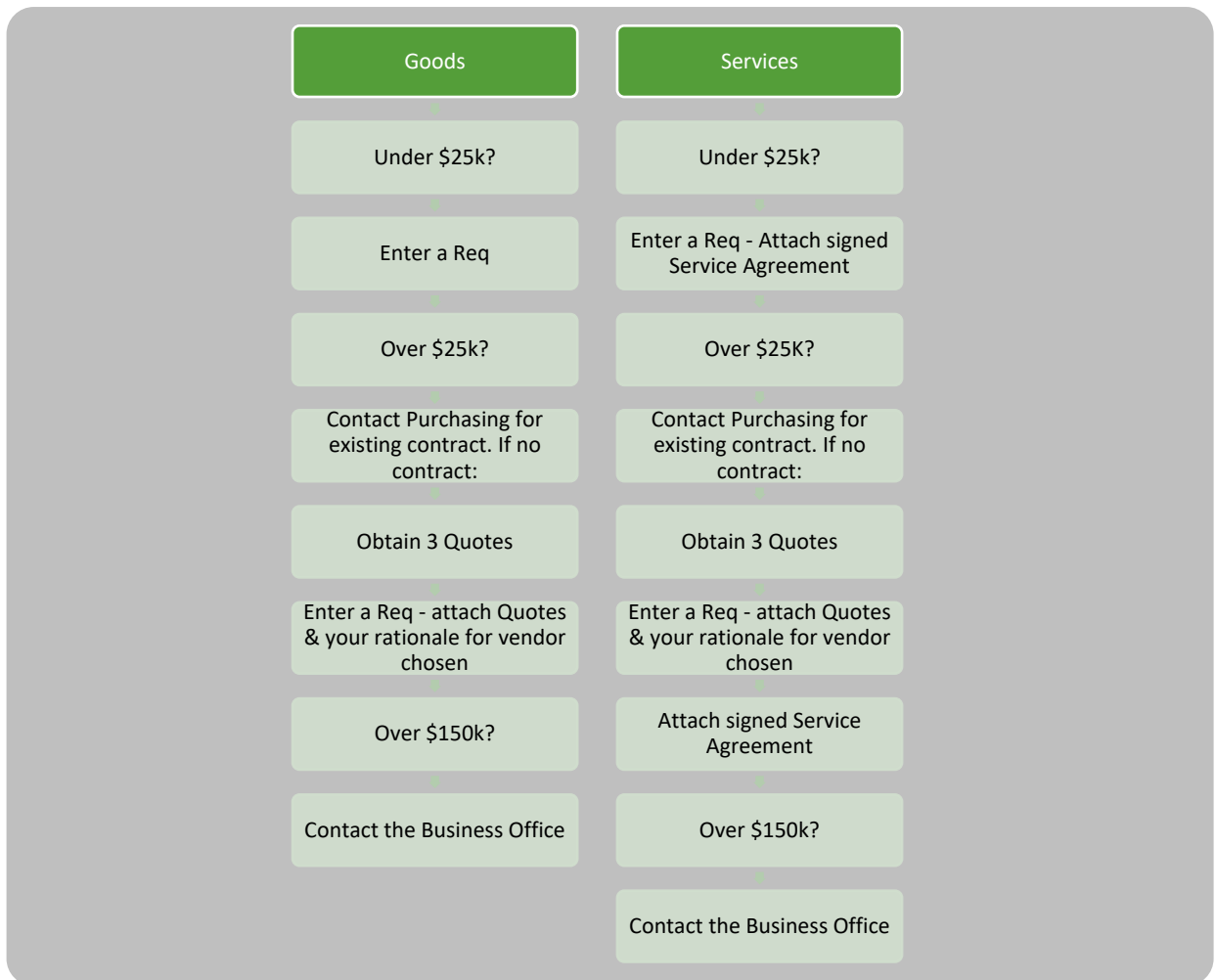


TTSD Procurement Information

Unapproved Purchase Actions:

- A contracting agency may not artificially divide or fragment a procurement (services or goods). Dividing a purchase is illegal - ORS 279B.065.
- No Services shall be performed for the District unless a fully executed Service Agreement is on file with the District, and a Purchase Order issued.
- No invoice for Services shall be entered as a Requisition.

Purchasing – Step By Step:



National Cooperative Contracts:

Cooperative contracts are contracts competitively solicited by another public agency or cooperative purchasing group with special terms that allow other public agencies to access the same goods and services at the same prices stated in the contract. Many large companies have existing, nationwide cooperative agreements in place, allowing TTSD to access these vendors without obtaining 3 Quotes. Contact Purchasing to see if your vendor has such an agreement before you begin the process of obtaining Quotes. Local and regional vendors typically do not participate in these types of national Agreements.