

PURCHASING STANDARD OPERATING PROCEDURES (EXTERNAL)		NO: PX -010
Title: <b>Introduction</b>		Approved:
Date: May 4, 2017	Supersedes: Aug. 18, 2000	Page 1

1. **PURPOSE**

These standard operating procedures (SOP) have been designed to provide consistency, efficiency, and economy in the acquisition of goods and services required by the School District.

2. **SCOPE**

The procedures contained herein applies to the acquisition of the following:

- a. *Purchased Services*; Purchased Services involve contracting with a firm for labor, time, and effort rather than tangible goods such as supplies. Examples include maintenance, security, and janitorial contracts. These are services rendered by personnel not on the payroll of the School District.
- b. *Professional Services*; Professional services are unique and/or technical functions performed by independent contractors whose occupation is rendering such services. Personnel providing these services typically have post graduate degrees or advanced training, are licensed by an industry governing body, and subscribe to a standard code of ethics. Examples of professional services include medical doctors, attorneys, public accountants, and management consultants. Professional services are exempt from bidding but requests for proposals may be used in formulating contracts.
- c. *Personal Services*; These typically are services provide by individuals (not firms) under the supervision of SD employees.
- d. *Capital Equipment Purchases*; Equipment Purchases include laboratory equipment, machinery, furniture, office equipment, audio/visual equipment, computers and other such items that meet all of the following criteria:
  - 1) Under normal conditions of use including reasonable care and maintenance, it has an anticipated useful life of more than two (2) years.
  - 2) It has a unit price of \$5,000.00 or more.
  - 3) It retains its original shape and appearance with use.
  - 4) It is nonexpendable: that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit.
  - 5) It does not lose its identity through incorporation into a different or more complex unit or substance.

Equipment, unless otherwise indicated, is incorporated on School District property records.

PURCHASING STANDARD OPERATING PROCEDURES (EXTERNAL)		NO: PX -010
Title: <b>Introduction</b>		Approved:
Date: May 4, 2017	Supersedes: Aug. 18, 2000	Page 2

- e. *Instructional Materials*; Instructional materials includes textbooks, library books, workbooks, periodicals, instructional software, and other media used as direct aids to classroom instruction.
- f. *Supplies*; Supplies are items which meet one or more of the following conditions: (1) they are consumed in use, (2) they lose their original shape or appearance with use, (3) they are expendable, (4) they lose their identity through incorporation into a different or more complex unit, assembly, or end item.

3. **RESPONSIBILITIES**

- a. *Requisitioner (Principal, Director, Coordinator)*: Identify, compile, and submit requirements in accordance with the procedures in this manual and insure policy and procedural compliance.
- b. *Director of Procurement and Warehousing*: Procures supplies, equipment, media, and professional services requested by the requisitioner. Ensures policy and procedure compliance. Binds the School District to purchase of goods and service contracts.

4. **REQUISITIONING AUTHORITY**

School Principals, Department Heads/Coordinators have authority to submit requisitions for supplies and services. In the absence of the principal or department head/coordinator, the individual designated as the acting principal or acting department head/coordinator has authority to submit requisitions.

5. **PURCHASING/CONTRACTING AUTHORITY**

Other than p-card transactions, all purchases of supplies and services must be approved by the Director of Procurement and Warehousing or his/her designee. School District employees will not bind the District to any purchase or other contractual commitment without previous authorization from the Director of Procurement and Warehousing. A purchase order number issued to a school district employee by the purchasing department constitutes authority for that employee to place an order.