San Bernardino County Superintendent of Schools
Policy 3310

Purchasing

Supplies, materials, apparatus, equipment and services purchased by the San Bernardino County Superintendent of Schools shall be made by purchase order or formal contract and approved by the program manager, department head, or the branch Assistant Superintendent prior to receipt of item or services being rendered. To the extent possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. Exceptions to this process must meet the criteria identified in Procedure 3310.2 Emergency Purchases.

Employees may not obligate the San Bernardino County Superintendent of Schools for any purchases made without prior authorization from their program manager or department head, along with the signed approval of an authorized agent. Employee will assume financial responsibility for payment of unauthorized purchases and may not be reimbursed for the expenditure.

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Revised: October 2, 2009
Revised: December 17, 2024

Date Approved _____

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By _____