

## **Business and Noninstructional Operations**

### **PURCHASING PROCEDURES**

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests the Superintendent or designee shall maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

Goods and services purchased shall meet the needs of the person or department ordering them and be purchased at the lowest price following standard purchasing practice insofar as is possible and practical. Maintenance costs, replacement costs, and trade in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Superintendent or designee may award contracts as a result of the bidding process so long as the contract is subsequently ratified by the Board at the next regularly scheduled meeting. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

The Superintendent or designee may issue and sign purchase orders and shall submit them for Board approval.

Whenever there is less than one Board meeting per month, the Superintendent or designee is authorized to process purchase orders and sign and release checks in payment of such purchase orders subject to ratification by the Board at the next regularly scheduled meeting.

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

All purchases shall be made by formal contract, purchase orders, or be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

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**PURCHASING PROCEDURES**

Legal Reference:

**EDUCATION CODE**

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

32370-32376 Recycling paper

32435 Prohibited use of public funds, alcoholic beverages

35010 Control of district; prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35250 Duty to keep certain records and reports

38083 Purchase of perishable foodstuffs and seasonal commodities

41010 Accounting system

41014 Requirement of budgetary accounting

**GOVERNMENT CODE**

4330-4334 California made materials

**PUBLIC CONTRACT CODE**

3410 U.S. produce and processed foods

12168 Preference for recycled paper products

12210 Purchase of recycled products

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Policy Adopted: July 5, 1990

Revised: June 9, 2016

**WESTMINSTER SCHOOL DISTRICT**

Westminster, California