

PURCHASING STANDARD OPERATING PROCEDURES (EXTERNAL)		NO: PX-020
Title: Procurement Transactions		Approved:
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1. PURPOSE

To provide the schools and departments with a summary of procurement transactions.

2. SCOPE

This SOP applies to all procurement transactions submitted for the acquisition of goods and services.

3. PROCUREMENT TRANSACTIONS

Procurement transactions will be input into the Business Office Financial Management Enterprise Resource Planning (ERP) computer system (Tyler MUNIS) in accordance with procedures specified in this SOP. Three types of transactions are used to generate a procurement action:

a. Purchase Requisitions

Goods or Services (REQ). Input purchase requisitions for non-standard goods that have a set quantity and unit price. Non-standard goods are items that are not cataloged in the purchasing system (central stores). They do not have district assigned item numbers attached, are generally ordered by means of a vendor catalog, and are not managed through the central stores system.

b. Central Stores Orders

Central Stores Orders (CS). Input a Central Stores Order to order an item that is tied to a School District item number. Items to be ordered by means of a Central Stores Order are listed in commodity catalogs. These catalogs will be provided by the Purchasing Department in PDF or Excel spreadsheet format.

c. P-Card Purchases

4. BIDDING REQUIREMENTS

Quote solicitations for orders entered through the Central Stores are not required; the Purchasing Department is responsible for issuing IFB/RFQs for bulk/stock orders. However, you are expected to comply with Administrative Regulation 3311 in regard to

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solicitation of quotations for all other purchases. AR 3311 defines the parameters under which telephone quotes and written bid solicitations are required. The Purchasing Department issues all written bid solicitation, however the end user is expected to provide a written description of the purchase and develop specifications for each item or, in the case of services, a statement of work. Contact the Purchasing Department for guidance/assistance; reference SOP PX-120, which outlines the procedures for telephone quotes.