

PURCHASING AND PROCEDURES GUIDE

A purchasing and procedure guide has been prepared for the use of all employees of the Bethel Public Schools in making requests for purchase of supplies, equipment, and services, and is incorporated as a part of the district's policy manual. The purpose of the guide is to establish a definite procedure to be followed in purchasing materials, services, and equipment by or for the Bethel Public Schools.

Employees are requested to become familiar with the contents of the guide in order to help them receive requested supplies more quickly. The guide will place emphasis on the following:

1. Proper use of the requisition form.
2. When speaking with suppliers, do not lead them to believe they will be awarded the purchase contract.
3. Orders made by telephone must be approved in advance by the superintendent and a purchase order number assigned by the purchasing office.
4. All purchases of supplies, equipment, services, transportation, etc., must be arranged in advance by the purchasing office.
5. It is the responsibility of the building principals and activity sponsors to follow specific instructions in securing services or materials.
6. Items costing in excess of \$1,000.00 will normally be bid. This is a responsibility of the purchasing office.
7. Requisitions delivered to the purchasing office must be left for further processing. A minimum of one day is needed for processing. Requisitions must be checked for budget allocation and balances before the purchase order will be authorized by the purchasing office.
8. Constructive recommendations for changes in the purchasing procedure should be presented to the purchasing agent for consideration.