



CACHE COUNTY SCHOOL DISTRICT
PURCHASING GUIDELINES FOR SMALL PURCHASES

Policy Updated – Proposed February 25, 2021

DISTRICT FUNDS OR SCHOOL FUNDS

LEVEL I

\$0 to \$4999.99

1. Buy from the District Warehouse first.
2. District Bids or State Contracts should be used.
3. Competition not required, however recommended. Direct purchase with Purchasing Card, Small PO Book, or School Check.
4. Purchase may not be divided in order to avoid the next level.

LEVEL II

\$4,999.99 to \$9,999.99

1. Buy from District Warehouse first.
2. District Bids or State Contracts should be used.
3. Departments either submit or enter a District Requisition or School PO, following instructions below:

If every item is LESS than \$5,000, AND total purchase is LESS than \$10,000.	No Quote Required
If any single item is MORE than \$5,000, AND total purchase is LESS than \$10,000.	Two Competitive Written Quotes Required

4. The agency must purchase the items/service from the supplier offering the lowest quote meeting specifications.
5. Equipment \$500 and higher need to be recorded as Fixed Asset.
6. Purchase may not be divided in order to avoid the next level.

LEVEL III

\$10,000 to \$49,999.99

1. District funds must be entered as a Munis requisition (digital or paper). School funds must use a School Purchase Order.
2. District bids or State Contracts should be used.
3. A) Departments either submit or enter a District Requisition or School PO, with quotes attached. Two (2) written competitive quotes required.
B) If making purchase from school checking or school PO, MUST maintain their quote documentation. Two (2) written competitive quotes required.
4. Equipment \$500 and higher must be recorded as a Fixed Asset.
5. Purchase may not be divided in order to avoid the next level.