

PURCHASING

Requisitions

The procedure for the purchase of materials, supplies, equipment and services for which payment is to be made from District funds, is as follows:

1. Requisitions for purchases will be developed into Purchase Orders only when there are unencumbered funds available, or arrangements have been made for additional appropriations through established channels. This approval shall be in advance of purchase with the only exceptions being for an emergency or for reimbursement of personal funds. Reimbursements should be an exception and only occur for expediency and efficiency. All receipts for a personal expenditure must be submitted with a purchase requisition within 30 days of purchase. If unencumbered funds are not sufficient to cover a reimbursement a budget transfer is required.
2. Specifications on requisitions must be as complete as possible when submitted to the Purchasing Department. No commitments to vendors are to be made by employees when securing information about products and/or services. Specifications for instructional items shall be developed through appropriate instructional departments. Such specifications should generally be non-exclusive with regard to brand name items.
3. All persons responsible for providing or using materials and services are urged to anticipate their needs so that purchases may be arranged in an orderly fashion and not on an emergency basis.

Purchase Orders

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent and that records are kept in accordance with law.

All things being equal, local vendors shall be given first consideration when awarding purchase orders and/or contracts. Bid forms will be mailed to all known sources of supply within the district. Failure of vendors to respond following three invitations to bid or quote shall be cause to have the bidder removed from the vendor list.

For construction work not subject to Public Contract Code, AR 3310-a Field Contract for Services must be completed by the contractor prior to the issuance of a purchase order.

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

All purchases shall be made by formal contract or purchase orders.

Books and Magazines

Purchase of books, textbooks, test materials and similar instructional materials, supplementary textbooks, library books, educational films, audio visual materials, workbooks, instructional computer software packages or periodicals needed for the operation of the schools of the District may be made without taking estimates or advertising for bids. Purchase of these materials shall be based on sound business procedures and in keeping with the Education Code, Public Contracts Codes, board policies, and other applicable laws.

The following procedures may be used:

1. Bid or quote procedure as specified in Board Policy 3311.
2. The Purchasing Department will secure the current price schedule annually from each publisher and purchase directly from the publisher or other appropriate vendors.

Library Books and Miscellaneous Publications

1. Informal bids for library materials may be secured from qualified vendors.
2. Informal bids may be secured for quantity orders of paperback publications.
3. All other materials as described above may be purchase directly from suppliers in accordance with applicable sections of the Education Code and Public Contracts Code.

Volume Purchasing

1. Whenever feasible, separate requisitions for similar items shall be combined into orders for the purpose of securing bids that will provide for advantage of volume purchasing

2. In situations where new instructional programs require purchase of equipment for the opening of a semester and time for required advertising of bids would delay delivery and adversely affect the instructional program, such items may be separated and ordered under policy provisions (BP 3311), as long as such purchases do not conflict with applicable sections of the Public Contracts Code.

Adopted: October 24, 2007