

PURCHASING PROCEDURES

General

1. Only the business manager or designee, may commit the district for a purchase.
2. The materials, equipment, supplies and/or services to be purchased will be of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the business manager.
3. It is the responsibility of the requisitioner to provide an adequate description so the business manager, may be able to prepare the specifications and procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
4. It is the responsibility of the business manager to make alternative suggestions to the requisitioner if, the specification would restrict competition or otherwise preclude the most economical purchase of the required items.
5. When a low bidder proposes an alternate as "an equal" to that specified, it is the responsibility of the business manager, to determine whether the proposed substitution is an equal. Such decision will be based on his/her evaluation in consultation with the requisitioner.
6. All quotations will be prepared and received by the business manager.

Requisitions

1. The superintendent, assistant superintendent, directors, supervisors and building principals are authorized requisitioner's. Each requisitioner will be responsible for limiting their requisitions to the amounts appropriated for their unit.
2. Standard supply lists of commonly used items will be jointly developed for all categories or groups of supplies by the business manager and the appropriate requisitioners. These standard lists will be used as a basis for requisitioning.
3. Items not specifically included on standard supply lists will be requisitioned on the regular requisition forms.
4. The number of requisitions will be kept to a minimum. They will be submitted to conform with the purchasing schedule established by the business manager.
5. Requisitions will be prepared on forms provided by the business manager.

6. A requisition to be considered appropriate for processing will meet the following requirements:
 - a. Be issued by and bear the signature of an authorized requisitioner.
 - b. Contain adequate information.
 - c. Be verified for adequacy of budgetary appropriation.
 - d. Have the approval of the superintendent or the administrator designated with this responsibility.
7. All approved requisitions will be submitted to the business manager.
8. After a purchase order has been issued, the number of the purchase order will be recorded on the requisition.

Purchase Orders

1. Purchase orders will include the following essentials:
 - a. A specification which adequately describes to the supplier the characteristics and the quality standards of the item required.
 - b. A firm, quoted, net delivered price whenever possible. Prices will be shown per unit and extended.
 - c. Clear delivery instructions, including place and time.
 - d. Signature of the business manager or purchasing agent.
 - e. Budget account code number.
2. Purchase orders will be pre-numbered and prepared in sets to be used as follows:
 - a. One filed numerically by purchase order number.
 - b. One to vendor.
 - c. One to the accounting office for encumbrance, and later filed alphabetically by vendor.
 - d. One to warehouse/receiving.

3. Confirmation orders, a verbal order which is subject to subsequent confirmation by a written purchase order may be issued only in cases where a bona fide emergency exists which can be handled only by this procedure. Confirmation orders may only be initialed by the business manager.
 - a. Confirmation orders should be handled in the following manner:
 - b. Whenever possible, a purchase order number should be given to the supplier.
 - c. A confirming requisition will be issued immediately thereafter. This will be marked "Confirmation", indicating the purchase order number if one was given.

Bid Mailing Lists

1. The business manager or designee will maintain bidder's mailing lists for various bids normally let annually. These bid lists will be developed and maintained as a courtesy to vendors on a voluntary basis. No vendor shall depend on or expect the school district to mail them bids regardless of the bidder's status on a bid mailing list. A bidder may be removed from a bidders list at any time and for any reason at the discretion of the purchasing agent.

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