Book	Administrative Guidelines
Section	6000 Finances
Title	PURCHASING
Code	ag6320A
Status	Active
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6320A - **PURCHASING**

Purchasing - General Provisions

A. All purchases shall be by purchase order processed or approved purchasing card through the Business Office.

B. The Business Manager shall be the contracting agent for all financial obligations.

C. The Business Manager shall be responsible for encumbering the funds as soon as the purchase order has been issued.

D. A verbal financial commitment may be made only for emergencies or when it is impossible or impractical to precede the purchase with a purchase order. Before such a commitment is made, the Business Manager shall be contacted for prior approval and for a purchase order number. In all such cases, a purchase order shall be issued as soon as possible after the commitment is made.

E. Employees are forbidden to use the name of the District, any discounts provided the District, or any other means for associating a personal purchase with the District. They are to make clear to any District supplier from whom they are purchasing an item that it is a personal purchase by the employee and is not associated with the District. Failure to abide by this provision could lead to disciplinary action.

F. Confirming purchase orders will be honored only in cases cited in the above paragraph.

G. Ongoing commitments such as service contracts and leases should be renewed annually, in writing, at the renewal rate.

H. Blanket purchase orders for goods or services are valid only for the time period and amount indicated on the purchase order. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket purchase orders must be approved by the Building Administrator or Supervisor before they are issued.

I. Purchases of contracted services shall be negotiated either verbally, by a Request for Proposal, or through the bid process, as determined by the Superintendent.

J. The Superintendent will determine the most appropriate method of obtaining prices for items or groups of items which are not subject to formal bidding procedures.

K. Quotes will be requested for any item or group of items in a single transaction costing between $ 5,000 and $ 10,000.

L. Purchases of supplies, materials, and equipment items costing more than the amount stipulated in Board policy must be obtained through competitive, sealed bids and be approved by the Board.

M. Annual purchase order cut-off dates shall be determined by the Business Manager:

Purchase Order Procedure

A. The requestor completes the requisition-purchase order in accordance with AG 6320B1 and submits it to the principal/supervisor for review and approval.

B. If approved, the principal/supervisor has the building secretary enter requisition in the Finance System.

C. The Business Manager then sends the requisition-purchase order to the Superintendent for approval and dating.

D. After approval, the Business Manager sends the requisition-purchase order back to the Building Administrator to move forward on purchase.

E. The original copy of the requisition-purchase order is sent to the vendor unless there are specific instructions to the contrary.

Payment of Claims Procedure

A. When delivery is made, the principal/supervisor checks the requisition-purchase order to ensure the order has been received correctly and in proper condition.

B. If so, the packing or delivery slip is initialed, attached to the requisition-purchase order, and both the pink and blue copies are sent, within five (5) working days, to the Accounts Payable Clerk for payment.

C. The Accounts Payable Clerk checks the copy against the invoice, and if everything is in order, a warrant is drawn.

D. If the Accounts Payable Clerk finds discrepancies or has questions, s/he shall contact the principal/supervisor.

E. The vendor's invoice is filed with the copy of the requisition-purchase order and a copy of the warrant.