

Purchasing Procedures

Purchasing

The Board believes that effective purchasing responsibility requires planning, scheduling, research and selection both as to product quality and source of supply. In order to obtain optimum value for every dollar expended, the purchase of goods and services shall be made competitively unless competition is impossible, impractical or otherwise inapplicable. Follow-up and inspection procedures shall be established to ensure proper delivery, quality and quantity of ordered goods before they are accepted.

The purchasing department shall be responsible for standardizing the types of supplies and equipment used in the district whenever possible and applicable.

All supplies shall be requisitioned through the appropriate administrator. The superintendent or designee shall be responsible for establishing procedures for the requisition of all goods and services.

Purchasing transactions shall be handled through the use of purchase orders, purchasing cards and petty cash as appropriate. No such transactions shall take place unless sufficient funds are available in an appropriate account.

Competition by vendors shall be encouraged. Competition is defined as the effort by two or more parties acting independently to secure the district's business by offering the most favorable pricing and terms.

The district may request performance guarantees from vendors and establish administrative guidelines for implementing these guarantees.

The purchasing department shall cooperate with trade and industrial associations and government and private agencies in the formulation and development of sound business methods that promote fair, ethical and legal trade practices.

Local preference

The Board recognizes the contributions made by individuals and businesses within the district boundaries. Therefore, local and/or state businesses shall be considered, being cognizant of price, quality and compliance with applicable state laws and the prudent expenditure of public funds.

The purchasing department shall use state, local and national cooperative purchasing when it is advantageous to the district.

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CROSS REFS.: DJ/DJA, Purchasing/Purchasing Authority
DJB, Federal Procurement
DJE, Procurement Procedures
DJG, Vendor Relations
GBEBC, Gifts to and Solicitations by Staff