

PURCHASING PROCEDURES - STAFF RELATIONS

Official requests for prices and purchases shall be made by or coordinated through the Purchasing Department unless delegated to the using department by the Director of Purchasing and Warehouse Services.

Principals and department heads desiring product information, prices and demonstrations are to contact the Purchasing Department prior to calling a company representative, as the Director of Purchasing and Warehouse Services frequently has information regarding local representatives, current discounts, products, shipping charges, product quality, etc., that would be beneficial to the requisitioner.

Company representatives who are selling supplies or equipment are not authorized to contact students, teachers, principals or other district personnel without first having contacted the Purchasing Department. Any company contact with a school or department will be by appointment, made by the Purchasing Department, with the appropriate school or department head.

Official communications with suppliers shall be made through the Purchasing Department. All returns shall be made through the Purchasing Department.

Purchases of supplies, instructional materials or equipment made by staff members without an approval by the Purchasing Department may be the obligation of the individual making the purchase and would not be binding on the District.

Board members, officers, employees or consultants of the district or their families shall not be interested financially in any contract entered into by the Board. This shall also preclude acceptance of gratuities, financial or otherwise, by the above persons from any supplier of materials or services to the District.

The Purchasing Department shall strive constantly to increase its knowledge of products, materials and services and shall keep school and department representatives informed.

School student bodies may request the services of the Purchasing Department to assist them in their purchasing activity. Other District organizations, such as PTA's, etc. may request advice from

SAN DIEGUITO UNION HIGH SCHOOL DISTRICTAdministrative Regulation Issued: May 3, 1983Administrative Regulation Revised: January 16, 1997

the Purchasing Department.

**BUSINESS**

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Requests for rush orders and emergency orders should be processed through the purchasing department and held to a minimum to enable the district to negotiate with vendors regarding the best prices and terms.

Statement of preference for a particular material is a prerogative of each using school or department; however, the Purchasing Department shall have the authority to review the quality and kind of material requested and to make recommendations relative to best value, safety, health, economy, and substitute materials. Disagreements over materials that cannot be reconciled between the Purchasing Department and the requisitioner shall be forwarded to the Assistant Superintendent/Business Services for decision.

The Purchasing Department shall work with district staff and appointed committees to study and recommend, improve products, materials and services, and review procedures and methods of procuring to enable the district's financial resources to be maximized.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

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2/2