

***SAN DIEGUITO UNION  
HIGH SCHOOL DISTRICT***

**PURCHASING  
OVERVIEW & PROCEDURES**

**TABLE OF CONTENTS**

Purchasing Contacts .....	2
Purchasing Calendar .....	3
Purchasing Objectives .....	4
Purchasing Ethics .....	4
Purchasing Responsibilities .....	5
Communication with Vendor/Supplier Representatives .....	6
Purchasing-Staff Relationships .....	7
<b>PURCHASING PROCEDURES</b>	
Purchase Requisitions .....	8
Purchase Orders .....	8
Quotations .....	9
Purchase Orders – Blanket/“Open” .....	9
Emergency Purchases – Confirming Purchase Orders .....	9
Contracts and Agreements Procedures .....	9
Receipt of Material .....	9
Payment of Invoices .....	9
Return of Purchased Material .....	10
Overnight Deliveries .....	10
Surplus/Obsolete Equipment .....	10
Records Storage & Archiving .....	10
Shredding .....	10
Contract Basics .....	11

# **PURCHASING DEPARTMENT CONTACTS**

*Please contact the Buyer assigned to your site or other contact for your Purchasing needs*

## **Debbie Kelly x5521**

Director of Purchasing – Oversees all Purchasing and Warehouse functions

## **Laura Medina x5589**

Contracts Analyst - Contracts/Agreements/Bids for all school sites and departments

## **Margy Lara x5574**

Senior Buyer

### **School Sites**

Carmel Valley Middle School  
Earl Warren Middle School  
Torrey Pines High School  
Canyon Crest Academy  
Pacific Trails Middle School

### **Departments**

Certificated Personnel  
Classified Personnel  
Special Education  
Finance  
Human Resources  
Pupil Personnel Services  
Superintendent  
Technology  
Transportation  
Facilities (M/O-Ground/Cust.)

### **Misc.**

Copiers  
Fax & Typewriter Maintenance  
Agreements  
Public Works less than \$60,  
Returns

## **Rick DeVal x5527**

Senior Buyer

### **School Sites**

Diegueno Middle School  
La Costa Canyon High School  
Oak Crest Middle School  
San Dieguito High School Academy  
Sunset High School

### **Departments**

Business Services  
Risk Management  
Nutrition Services  
Instructional Services  
Educational Services  
Purchasing  
Special Programs  
(CTE/ROP/EL/Summer School)

### **Misc.**

Receiving  
Surplus  
Asset Tagging  
Returns  
Document Shredding  
Records storage/digitizing  
Mail pickup and delivery  
Postage, Fed Ex and UPS

## **Caroline Roberts x5624**

All Bond/Facilities Planning & Construction

# **PURCHASING CALENDAR\***

**End of April**                      End of April, purchasing requisitions due/cut-off for the school year.

**Mid-May**                              Staples Advantage & Other Open Order P.O.'s cut-off

**Mid-June (last day of school)**                      Summer School & Custodial Supplies due/cut-off

**PLEASE NOTE THAT MAIL DELIVERY TO THE SCHOOL SITES WILL NOT OCCUR ON SCHOOL INSERVICE DAYS, DURING THANKSGIVING BREAK, NOR DURING SPRING BREAK.**

Warehouse will continue delivery on sites throughout summer on Monday and Thursday. District Office regular schedule.

\*Specific dates shall be announced each Spring by the Purchasing Department

## **PURCHASING OBJECTIVES**

This document is provided as a guide for purchasing and warehouse procedures. It cannot cover every situation. If, at any time, you have any questions regarding this document or any purchasing or warehouse procedure, please contact the appropriate person on the Purchasing Contacts page.

The primary objective of this Purchasing & Warehouse “Handbook” is to provide the following:

- a. A reference of information on how to obtain materials and services needed by school district staff and how to obtain services from the Purchasing/Warehouse Department.
- b. Assistance in answering questions relating to the purchase of materials, supplies and services from outside sources and the warehouse.
- c. To be in compliance with Sections 54202 and 54204 of the Government Code of California which state:

54202. “Every local agency shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency. Purchases of supplies and equipment by the local agency shall be in accordance with all provisions of law governing same. No policy, procedure, or regulation shall be adopted which is inconsistent or in conflict with statute.”

54204. “If the local agency is other than a city, county, or city and county, the policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.”

## **PURCHASING ETHICS**

Purchasing activities will be conducted in accordance with the following:

1. To regard Public Service as a sacred trust, giving primary consideration to the interests of the School District whose interest we serve.
2. To purchase without prejudice, seeking to obtain the maximum benefit for tax dollars expended.
3. To avoid unfair practices, giving all qualified vendors an equal opportunity.
4. To respect our obligations, and to require that others respect their obligations to us and our School District.
5. To strive constantly to improve purchasing methods and the selection of materials and services we buy.
6. To counsel and assist fellow purchasing agents in the performance of their duties.

7. To conduct ourselves with fairness and dignity, and demand honesty and truth in buying and selling.
8. To cooperate with all organizations and individuals engaged in enhancing the development and standing of the purchasing profession.
9. To remember that everything we do reflects on the School District and govern our actions accordingly.
10. To comply with local Governing Board rules and regulations, and all legal code provisions which apply to public school purchasing; Federal, State, County and local.

The School District shall conduct all purchasing functions within the dictates of the Education Code and Public Contract Code. All purchases exceeding the limits established by the Public Contract Code shall be advertised for competitive bid. All authorizations going to bid will be presented to the Board of Trustees at their regularly scheduled Board meetings.

Purchases shall be made by competitive bidding, formal or informal quotation. The award will be made to the lowest responsive and responsible bidder meeting specifications. Specifications will be established which are thoroughly descriptive of the materials/services desired to promote competitive bidding and to develop responsible bidders able to offer the best prices consistent with quality, delivery and services. The Board of Trustees shall approve all bid specifications at the time of award.

Any procurement which affects the health, safety or the efficient operation of the district may be issued without Board approval, upon direction of the Assistant Superintendent, Business Services.

***According to Board Policy 3300, "Purchases of supplies, instructional materials or equipment made by staff members without the approval of the Purchasing Department may be the obligation of the individual making the purchase and would not be binding on the District."***

### **PURCHASING RESPONSIBILITIES**

1. The Purchasing Department shall establish practical and efficient office procedures, reports, and systems for the most effective operation of the Department.
2. The Purchasing Department shall conduct, supervise or verify all purchase transactions for the District.
3. The Purchasing Department shall act as a center of material information and provide suggested sources of supplies.
4. The Purchasing Department shall maintain a file of current trade catalogs which shall be available to all operating units and departments.
5. The Purchasing Department shall coordinate its activities with the Finance Department.

6. The Purchasing Department shall establish an annual purchasing calendar.
7. The Purchasing Department shall handle the disposal of all surplus, obsolete or scrap material, as authorized by the Board of Education and the Education Code.
8. The Purchasing Department shall prepare all construction contracts, agreements for professional services, rental agreements, lease of facility agreements, and maintenance of equipment agreements.
9. The Purchasing Department shall maintain a fixed assets inventory record of all items whose value exceeds \$500.00, as well as high theft items.
10. The Purchasing Department shall coordinate the return of materials received on a district purchase order.
11. The quality standard for goods and services shall be coordinated by the Purchasing Department with the advice and assistance of appropriate District staff, principals and teachers. The basic criteria in determining quality shall be:
  - a. Use of the material or equipment
  - b. Results to be obtained through its use
  - c. Required characteristics of the material and equipment to obtain the result

Additional factors are availability, standardization of product, manufacturer practices and packaging.

### **COMMUNICATIONS WITH VENDOR/SUPPLIER REPRESENTATIVES**

1. Vendors may be represented by sales people, consultants, sales consultants, and sales-engineers or others with titles designed to indicate their qualifications and functions.
2. When schools and departments require the assistance afforded by consultants, sales consultants, sales engineers, or other technical vendor representatives, such assistance is to be requested through the Purchasing Department.
3. In meetings with sales people, anyone who is not a member of the Purchasing Department shall not commit himself/herself by implication or otherwise, or show a preference for any particular product. Staff members shall not reveal the District's source of any product, or give any information regarding performance or price which might in any way embarrass the District.
4. Communication with suppliers shall be through the Purchasing Department, except in cases where technical details make it advisable to delegate authority to others (please see exceptions noted below). In case of this exception, copies of all correspondence shall be forwarded to the Purchasing Department.

### **Exceptions**

Maintenance & Operations, Nutrition Services, and Transportation may, due to the nature of their operations, types of emergencies with which they are confronted, and technicians they employ, make direct contact with vendors, but should forward any correspondence with vendors to the Purchasing Department. Maintenance & Operations, Nutrition Services, and Transportation personnel are not authorized to commit the District to any transaction involving the expenditure of funds. All such transactions require the approval and authorization of the Purchasing Department.

### **PURCHASING – STAFF RELATIONSHIPS**

1. All purchases shall be made by, and coordinated through, the Purchasing Department.
2. All construction contracts, professional services agreements, rental agreements, and service agreements shall be coordinated through the Purchasing Department and can only be signed by the Superintendent, Associate Superintendent/Business Services, or Director of Purchasing.
3. Communication with suppliers regarding price and/or adjustment shall be through the Purchasing Department. Sales representatives may be permitted in operating units for the purpose of demonstrating materials, provided the approval of the Principal or Supervisor of the school/department has been secured. Such visitations will be arranged by the Purchasing Department.
4. The Purchasing Department shall strive to remain current in its knowledge of new materials and services and shall inform other departments of changes.
5. Board members, officers, employees or consultants of the District or their families shall not be interested financially in any contract/purchase order 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.
6. The Purchasing Department shall seek competent counsel from colleagues regarding matters of common interest.
7. Selection of material needed is the prerogative of each using department, however, the Purchasing Department shall have the authority to request, gain additional information regarding the quality safety, health, and economy and to substitute materials when appropriate. Disagreements over materials not meeting District criteria that cannot be reconciled between the Purchasing Department and the requisitioner will be forwarded to the Associate Superintendent, Business Services, and the Cabinet representative. Their decision will be final.
8. Requests for rush orders and emergency orders should be held to a minimum. All such orders must go through the Purchasing Department.
9. The Purchasing Department will work with designated staff to study and recommend adoptions and revisions of specifications for materials and equipment best suited for the intended purpose. The Purchasing Department will also work with selection of supplies and equipment, when such service is required or requested.



10. District student bodies may request the services of the Purchasing Department to assist in their purchasing activity. Other District organizations, such as PTA's, etc., may request advice from the Purchasing Department.
11. Purchase of supplies, instructional materials, equipment, or services made by staff members without the approval of the Purchasing Department will be the obligation of the staff member making the purchase and would not be binding on the District. All transactions for supplies, materials, equipment, or services require a purchase order issued by the District Purchasing Department.

## **PURCHASING/WAREHOUSE PROCEDURES**

### **PURCHASE REQUISITIONS**

All school sites and departments, when requisitioning material and services, should use electronic requisitions utilizing the San Diego County Office of Education PeopleSoft system. For training of staff members in the utilization of electronic requisitioning, please contact the Purchasing Department.

This Requisition must be sent to Purchasing prior to the services or materials being ordered unless prior approval is obtained from the Purchasing Department through the use of a Confirming Purchase Order. After the receipt of a Requisition in the Purchasing Department, normal processing time varies with the complexity of the purchase. Routine orders for stock items can be purchased within 3-5 working days. More complex, specialized, or custom items may take up to four (4) weeks in order to obtain required quotations or advertise for bids.

### **PURCHASE ORDERS**

All requisitions for material, supplies, and services must be authorized by means of a district-approved Purchase Order. Due to the cost of processing orders, it is requested that requisitions exceed \$50.00. Please group your purchases in \$50.00 or more orders.

The Purchase Order will be created from the information provided on the Requisition. The purchase order will be faxed or mailed to the vendor. The Purchasing Department reserves the right to change a vendor when the same or similar material may be obtained at a lower cost. Notification will be through receipt of the department/site copy of the purchase order.

Any individual who places an order without approval from the Purchasing Department may be liable for the payment of that order. All Requisitions submitted for reimbursement of received materials and services will be the responsibility of the individual placing the order.

### **QUOTATIONS**

The Board of Trustees has outlined in AR3311 requirements for written quotations. Written quotations are required for services, labor, supplies, materials and equipment exceeding \$5,000.00. All written quotations will be processed by the Purchasing Department.

### **PURCHASE ORDERS – BLANKET/"OPEN"**

A Blanket/"Open" Purchase Order is prepared for school sites and departments to cover/facilitate the ongoing purchase of various inexpensive supplies and materials throughout the school year (e.g. homemaking, photography, industrial arts, maintenance, transportation) with a **specific vendor**. To create a Blanket/"Open" Purchase Order, a department must provide an approved Purchase Requisition.

Blanket/"Open" Purchase Orders will indicate personnel authorized to make purchases, the type of purchases to be made, and a realistic not-to-exceed amount for the entire year. It is imperative that your **receipts** for purchases be turned in to Finance as soon as your purchase is made.

### **EMERGENCY PURCHASES – CONFIRMING PURCHASE ORDER**

In the event that a staff member of the District needs to obtain materials on an emergency basis, and with approval of the school principal or appropriate manager, the processing of the order can occur in one of two (2) ways:

1. Authorized personnel should contact the Purchasing Department for a **Confirming Purchase Order number**. Prior to calling, approval must be obtained from the appropriate personnel. An **approved Purchase Requisition must be forwarded to the Purchasing Department within one (1) day** after issuance of the Emergency Confirming Purchase Order. Confirming Purchase Orders **may not exceed \$500.00**.
2. A staff member may use the site's **petty cash fund** as long as the individual transaction does not exceed **\$50.00**. This limit is \$50.00 per staff member, per receipt, per vendor, per day.

### **CONTRACTS/AGREEMENTS**

Board Policy #3312 states that all contracts between the district and outside agencies shall be prepared under the direction of the Superintendent or designee. The power to contract has been delegated to the Superintendent, Associate Superintendent/Business Services, or the Director of Purchasing. All contracts require Board of Trustees approval or ratification. See *"Contract Basics"* at the end of this document.

### **RECEIPT OF MATERIAL**

Materials on purchase orders shall be delivered to the appropriate delivery point at the site of the requestor.

Upon receipt of the equipment/supplies, all packing list documents and/or invoices accompanying the shipment must be signed by the receiving party and immediately emailed to receiving@sduhsd.net.

### **PAYMENT OF INVOICES**

The San Dieguito Union High School District recognizes and accepts responsibility for payment of orders placed with companies through a District Purchase Order.

In accordance with Board Policy #3300, the purchase of supplies, instructional materials, or equipment made by staff members without an approved District Purchase Order may be the obligation of the individual making the purchase, and would not be binding on the District.

If you have any questions regarding purchasing procedures, please call the Purchasing Department for further assistance. The Purchasing Staff will be glad to assist you.

### **RETURN OF PURCHASED MATERIAL**

Materials that have been received on a District Purchase Order and require **return** to the vendor **must be coordinated through the Purchasing Department** in order for the District to receive the replacement item or credit. A vendor may assess a re-stocking fee when returning items for credit. Vendors' policies allow limited timeframes for returns of items and we must work within their timelines. This process will ensure that the return material authorization is obtained from the vendor, appropriate paperwork is completed, material is delivered to the pick-up point at the site, and replacement or credit is received. Contact the Purchasing Department regarding the return. Keep the merchandise until you are notified by purchasing what the status is. Typically, a Return of Materials form will be completed in Purchasing, and a copy sent to you to place on your return package(s). The Warehouse delivery person will only pick up your return when the proper paperwork is attached.

### **OVERNIGHT DELIVERIES**

Contact Purchasing Department.

### **SURPLUS/OBSOLETE EQUIPMENT**

Surplus/obsolete equipment must be disposed of per District Policy #3270. The requesting site should follow the instructions and complete the "Equipment for Surplus" form found on the District VO and Purchasing web page. Any questions should be referred to the Warehouse Supervisor or Purchasing Department.

### **RECORDS STORAGE & ARCHIVING**

Certain District records must be archived and/or stored per District Policy #3580. Each department should archive and/or store their records as noted in the District Policy and as outlined in the records storage & archiving instructions listed on the District VO and Purchasing web page. For further detailed guidance for which records must be stored and/or archived, refer to CASBO Records Retention Manual listed on the District VO.

### **SHREDDING**

Document shredding is performed on an as needed basis or once a year in late July or August. Please contact the Warehouse Supervisor to determine and coordinate whether those documents should be picked up by the Warehouse or shredded on-site by an outside vendor.

### **CONTRACT BASICS**

**What?** A legally enforceable agreement

- Who?** Only the Board can approve and delegate contracts!
- Why?** To provide services District staff cannot perform
- Where?** Responsibility lies with Purchasing Dept.
- When?** Need Board approval before the service is done or need prior approval by Superintendent to ratify.

**Types of Contracts:**

- Competitive Bid – equipment, materials, supplies, & services over \$99,100 for 2022 (adjusted annually)
- Services – Independent Contractor/Professional Service (non-construction)
- Maintenance Services
- Rental of Equipment
- Public Project under \$60,000
- Public Project over \$60,000 (must be competitively bid)
- Transportation
- Facility Use
- License
- Speakers

**Things to consider:**

- Fingerprint requirements
- Board Approval/Meeting dates
- One-time service or recurring?

**CONTRACT TIPS**

- Board Policy 3312 – outlines contracts – check it out!
- Board may delegate – the power to sign but only Board approves
- Verbal Contracts? – NEVER! Always get proposals in writing – protects everyone!
- Insurance Provisions – Contractors provide District certificates of insurance with additional insured endorsements.
- Don't contract out bargaining unit work.
- Purchasing Dept. is responsible for contracts - Purchasing prepares contracts, coordinates collection of all documents, and places contract on Board agenda

**STEPS/PROCESS**

1. Administrator completes request for contract agreement and drafts board executive summary for review and forward both items to Purchasing Dept.

2. Route electronic purchase requisition(s) with budget number – Who is going to pay? Note on electronic requisition that request for contractor agreement is being forwarded to Purchasing Dept.
3. Purchasing Dept. reviews request, communicates with contractor, determines if additional documentation is required, and prepares contract.
4. Purchasing Dept. places item on Board Agenda.
5. Board approves contract.
6. Copy of completed contract agreement is submitted back to requesting department for filing/reference.
7. Board officials (contract agreement with signature) and backup filed in Purchasing office.

### **DEFINITIONS:**

#### **Competitive Bids:**

**The following must be competitively bid if over \$99,100** (adjusted annually for inflation):

#### **Equipment, Materials, & Supplies**

Exceptions: supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks or periodicals. (PCC 20660; Ed Code 38083) Perishable foodstuffs and seasonal commodities. (PCC 20660; Ed Code 38083) Surplus federal property. (Ed Code 17602) Energy service and conservation contracts (Govt Code 4217.12, 15814.10 et seq.) Purchase through other public agency (Ed Code 17595; PCC 20118, 20652, 20653) Emergency repair contracts (must be board approved). (PCC 20113, 20654)

#### Services – Independent Contractor/Professional Service

Exception: Special services and advice under Government Code section 53060. Includes: financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required.

**Maintenance Services – examples: cleaning of tennis courts, cleaning of solvent tanks, fire extinguishers, typewriters, etc. Routine, recurring and usual work for the preservation or protection of any publicly owned, publicly operated facility for its intended purpose. Includes minor and routine repairs, landscape, and minor repainting.**

**Rental of Equipment** – Most vendors will provide the rental document. Equipment Materials, Supplies, and Services over \$5000 require three requests for quotes before purchasing or entering into an agreement.

**Public Project over \$60,000 (labor & materials)** - must be competitively bid; construction, reconstruction, erection, alteration, renovation, improvement, demolition, and any repair work involving publicly owned, leased, or operated facilities.

**Public Project under \$60,000 (labor & materials)** – construction, reconstruction, erection, alteration, renovation, improvement, demolition, and any repair work involving publicly owned, leased, or operated facilities.

**Transportation – School Sites requesting transportation for school-sponsored trips should contact the Transportation Department. Outside agencies wishing to contract transportation services through the District’s Transportation Department should contact Purchasing or Transportation. Outsourced transportation services may not exceed \$10,000.00 without public bidding.**

**Facility Use** – room rental for special classes, in-service, orientations; vendor may have their own agreement, which may not be as beneficial as the district provided form.

**License** – usually software; vendor may have their own agreement, but Purchasing should review.

**Speakers** – Individuals hired to speak to students and staff do not require a contract agreement if the District is using the person’s services for only one day. In such situations, the requesting party simply submits a requisition noting “Honorarium”, the time, date, and topic of presentation. If the individual is presenting on multiple days, the requesting party needs to request a contract agreement as described above.

## REQUEST FOR CONTRACT AGREEMENT

1. Name (of individual or company)
2. Address, phone, email, & fax
3. Social Security Number **or** Tax Identification Number
4. Describe in detail the service that contractor will be performing for the District and the product or report that will be delivered to the district during or at the end of the contractor's service.
5. Term (beginning and ending date of service).
6. Compensation (lump sum amount **or** an hourly amount with a total not to exceed figure).
7. Payment Schedule (for example: to be paid upon delivery and acceptance of report, upon submittal of an itemized invoice, percentage of completion, etc.).
8. Identify budget # for which district will compensate contractor in performing services for District.
9. Submit a requisition to Purchasing Department Office at the time of request for contract agreement. Requisition # \_\_\_\_\_
10. Submit completed contract request form to Purchasing/Contracts Analyst.

Contract will be placed on next scheduled board agenda. Contract should be approved by Board of Trustees prior to start of work and before payment is made.