

PURCHASING PROCEDURES

The Director of Purchasing and Warehouse Services shall maintain effective purchasing procedures in order to ensure that maximum value is received from district financial resources and that records are kept in accordance with law.

Products, goods and services purchased will meet the needs of the school, department, or service ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.

All purchases shall be made by formal contract, purchase order, or from the revolving fund accompanied by a receipt.

PURCHASING GUIDES

The purchasing function is a major business responsibility of the Governing Board.

The authority to purchase supplies, materials, apparatus and equipment is delegated to the Superintendent, Assistant Superintendent/Business Services or the Director of Purchasing and Warehouse Services for expenditures of less than \$50,000. All transactions shall be reviewed by the Board within 60 days of the purchase order date.

The Purchasing Department shall conduct all purchase transactions for the district and is managed by the Director of Purchasing and Warehouse Services.

The Director of Purchasing and Warehouse Services shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with governing board policies.

1. Four fundamental functions of the Purchasing Department are as follows:
2. Buy the proper product for the purpose required.
3. Have the product available when needed. Buy the proper amount of the product.
4. Pay the proper price.

Transactions between a buyer and seller involving the transfer of property, equipment, supplies, or for services shall be by purchase order or formal contract.

Purchase orders and other purchase obligations shall be signed by the Director of Purchasing and Warehouse Services, Assistant Superintendent/Business Services, or Superintendent.

Specifications governing products, materials and services are a joint responsibility of the Business Services Department and the department or school site utilizing the product, material or service. In the procurement of required products, materials and services, the Director of Purchasing and Warehouse Services shall ensure that all products, materials and services purchased will meet the needs of the educational program of the District.

LEGAL REFERENCE**CALIFORNIA EDUCATION CODE**

4000 Purchase of standard supplies and equipment

4002 Direct purchases by districts

35250 Duty to keep certain records and reports

39656 Delegation of powers to agents; approval or ratification of contracts by governing board

39657 Delegation of authority to purchase supplies and equipment; limitations on expenditures; review; personal liability