

Business and Noninstructional Operations

Requisitions

The procedure for the purchase of materials, supplies and equipment for which payment is to be made from District funds, is as follows:

- A. Requisitions for purchases will be developed into Purchase Orders only when there are unencumbered funds available, or arrangements have been made for additional appropriations through established channels. This approval shall be in advance of purchase with the only exceptions being for an emergency.
- B. Specifications on requisitions must be as complete as possible when submitted to the Purchasing Department. No commitments to vendors are to be made by employees when securing information about products and/or services. Specifications for instructional items shall be developed through appropriate instructional departments. Such specifications should generally be non-exclusive with regard to brand name items.
- C. All persons responsible for providing or using materials and services are urged to anticipate their needs so that purchases may be arranged in an orderly fashion and not on an emergency basis.

Purchase Orders

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent and that records are kept in accordance with law.

Insofar as possible, goods and services purchased shall meet the needs of the person or department 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. Life cycle costing is encouraged.

The Superintendent or designee may issue and sign purchase orders and shall submit them for Board approval or ratification.

All purchases shall be made by formal contract or purchase orders.

Books and Magazines

Purchase of books, textbooks, test materials and similar instructional materials, supplementary textbooks, library books, educational films, audio visual materials, workbooks, instructional computer software packages or periodicals in any amount needed for the operation of the schools

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of the District may be made without taking estimates or advertising for bids. Purchase of these materials shall be based on sound business procedures and in keeping with the Education Code, Public Contracts Code, the following procedures may be used:

- A. Bid or quote procedure as specified in Policy 3311.
- B. The Purchasing Department will secure the current price schedule annually from each publisher and purchase directly from the publisher or other appropriate vendors.
- C. Library Books and Miscellaneous Publications
 - 1. Informal bids for library materials may be secured from qualified vendors.
 - 2. Informal bids may be secured for quantity orders of paperback publications.
 - 3. All other materials as described above may be purchased directly from suppliers in accordance with applicable sections of the Education Code and Public Contracts Code.

Volume Purchasing

- A. Whenever feasible, separate requisitions for similar items shall be combined into orders for the purpose of securing bids that will provide for advantage of volume purchasing.
- B. All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt in order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a “blanket” or “open” purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the “open” purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the “open” order
- C. In situations where new instructional programs require purchase of equipment for the opening of a semester and time for required advertising of bids would delay delivery and adversely affect the instructional program, such items may be separated and ordered under policy provisions (BP 3311), as long as such purchases do not conflict with applicable sections of the Public Contracts Code

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Joint Group Purchasing

The Board of Education authorizes the Director, Procurement & Contract Services to participate in joint group purchasing efforts with other governmental and educational organizations, to obtain quantity price advantages in the purchase of commonly used items, providing the purchasing procedures of such groups comply with all requirements of the Education Code, the Public Contracts Code and Board Policy.

Under this authority, the Director, Procurement & Contract Services may prepare, sign and deliver all necessary requests and other documents in connection with joint group purchasing for and on behalf of the District, and further, Director, Procurement & Contract Services is empowered to advertise for combined bids using the District's name.

This policy includes procurement of goods and services required under Section 20118 of the Public Contracts Code (Piggybacking).

School Site Involvement in Determining Individual School Priorities

The Board of Education encourages the involvement and participation of school site personnel in setting priorities for the expenditure of funds allocated for the purchase of instructional materials and equipment.

Legal Reference: Education Code, Sections 35250, 39656, 39657
Public Contract Code, Sections 20116, 20118

Policy Adopted: 05/15/1973, 12/07/1976, 02/19/1985, & 07/19/1994

Policy Amended: 02/19/1985; 07/19/1994; 02/04/2003; 11/03/2010

Formerly BP 3310, 3321, 3322, 3360