

## **Business and Noninstructional Operations**

### **PURCHASING PROCEDURES**

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the district 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 practices. Maintenance costs, replacement costs and trade-in values shall be considered when determining the most economical purchase price.

(cf. 3314.2 – Revolving funds)  
(cf. 3440 – Inventories)

All purchases shall be made by formal contract or purchase orders, or shall be accompanied by a receipt.

(cf. 3300- Expenditures/Expending Authority)  
(cf. 3312 – Contracts)

*Legal Reference:*

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by Board of Trustees

17605 Delegation of authority to purchase supplies and equipment

35250 Duty to keep certain records and reports

GOVERNMENT CODE

4331 Preference to supplies manufactured or produced in state

PUBLIC CONTRACT CODE

3410 U>S produce and processed foods

12168 Preference for recycled paper products

12210 Purchase of recycled products

Policy Adopted: 2/15/07

ORCUTT UNION SCHOOL DISTRICT  
Orcutt, California