

**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 will 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.

(cf. 3314.2 - District Revolving Fund)  
(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

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

**PURCHASING PROCEDURES**

**Purchasing Requisitions/Purchase Orders**

1. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
2. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, formal contract or receipt.
3. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.
4. The business office or other appropriate administrative entity shall verify the availability of funds and prepare purchase order to commit the expenditures.

**Purchasing Guides**

The Governing Board supports the concepts set forth in the Purchasing Code of Ethics (California Association Public School Business Officials Handbook of Public School Purchasing, 1979):

1. To regard public service as a sacred trust, giving primary consideration to the interests of the school district by which we are employed.
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
3. To avoid unfair and sharp practices.
4. To respect our obligation and to require that obligations to our school district be respected.
5. To accord vendor representatives the same courteous treatment we would like to receive.
6. To strive constantly for improvement of our purchasing methods and of the materials we buy.
7. To counsel and assist fellow purchasing officers in the performance of their duties.
8. To conduct ourselves with fairness and dignity, avoid any conflict of interest and to demand honesty and truth in buying and selling.

**PURCHASING PROCEDURES** (continued)

9. To cooperate with all organizations and individuals engaged in enhancing the development of the purchasing profession.
10. To remember that we act as a representative of the school district and to govern those actions accordingly.

**Quantity Purchasing**

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the school district.

Where possible, all steps will be taken toward the objective of quantity purchasing to include, but not limited to scheduled order periods and standardization of supplies and equipment.