

PROCUREMENT POLICIES

- 1.0 The Superintendent charges the Financial Services Department to achieve the best value for each purchase of goods, services, and equipment acquired with funds allocated to or deposited in District accounts. The best value shall be determined to be the lowest cost to acquire materials or services that provide the specified quality, durability, availability and warranty to the District within an appropriate timeline.
- 2.0 The following minimum parameters shall guide the Chief Financial Officer and Purchasing Manager's development of procurement procedures:
 - 2.1 The Purchasing Department shall provide vendors with the District's procurement policies and procedures, upon request.
 - 2.2 District units and departments may elect to purchase directly materials, supplies and services within dollar limits established in Superintendent Policy 3320 utilizing Purchasing Cards (P-Cards), Declining Balance Cards (DBC's), Purchase Orders.
 - 2.3 The Purchasing Department shall coordinate all purchases that exceed the dollar limits specified in District Policy 3320.
 - 2.4 The Chief Financial Officer may waive the requirements of competitive bidding in the event of emergency as provided in District Policy 3320, subject to the requirements and procedures specified in Policy 3320.
 - 2.5 The Purchasing Department shall award purchases through the issuance of a purchase order, contract, P-Card, or DBC order to the lowest responsive, responsible bidder meeting specifications and according to the provisions of all Superintendent policies, including but not limited to District Policies 3320 and 4130.
 - 2.6 Purchases shall be awarded to vendors with a business address within District boundaries when price and product quality are equal to those of vendors outside the District.
- 3.0 The Purchasing Department is accountable for the following:
 - 3.1 Administering all procurement policies and reporting periodically to the Superintendent regarding their effectiveness in efficiently procuring goods and services at the best value.
 - 3.2 Educating unit administrators as to their responsibilities regarding procurement policies and procedures.
 - 3.3 Administering all purchase orders and contracts issued by the District by monitoring vendor performance and terminating contracts for cause when poor performance is documented.
- 4.0 Warehouse personnel are accountable for the following:
 - 4.1 Managing stores of commonly purchased materials and supplies when such warehousing is cost effective to the District.
 - 4.2 Managing the fixed assets and inventories of the District.