

# Helpful Hints from the Adams 12 Purchasing Department

- Please refer to Adams 12 Superintendent Policy 1400 (Booster Organizations/Parent Groups):

<http://www.adams12.org/sites/default/files/uploads/documents/1400-010317.pdf>

- Section 3.3.3 of Policy 1400:

District Parent Groups shall not use the District's sales tax exemption number. If a District Parent Group wishes to benefit from the District's sales tax exemption number, the group must follow District procurement procedures and the District will use its sales tax exemption number.

District related Purchasing Superintendent Policies:

<http://www.adams12.org/departments/superintendents-office/262/documents>

3300 - Procurement Policies

3310 - Contracting Authority and Purchasing Authority

3320 - Bid Requirements

3350 - Business Sponsorships/Advertising/Contracts

4130 - Staff Ethics/Conflicts of Interest/Nepotism

- Section 4.4.10 of Policy 1400:

The group shall develop procedures for the procurement of goods/services designed to avoid conflicts of interest or the appearance of impropriety and to demonstrate that quality goods/services have been procured at a competitive price.

- Section 4.4.5 of Policy 1400:

Sales slips, receipts, or invoices shall be maintained for every expenditure for a period of six (6) years plus the current year of operation.

- Keep in mind the District does have standards in place for various types of items. The standardized items include but are not limited to:

- Technology (laptops, desktops, chromebooks, Apple products, charging carts, projectors, boards, printers, tablets, amplification systems, software)
- Furniture (classroom/office/library/lab furniture, shelving/bookcases)
- Custodial equipment, chemicals and supplies
- Curriculum/textbooks/classroom libraries/library books

If your PTA/PTO is looking to purchase any of the above type items, please work with your school's Principal and/or Office Manager on next steps.

- Please keep in mind that if any modifications are being made to your school, the Facility Modification Request (FMR) process must be followed. Your school or principal will be able to provide further guidance and assist with this process.