

# Salinas Union High School District

## **PURCHASING PROCEDURES**

### **Preferred Products**

Whenever recycled products of equal fitness and quality are available at no more than the cost of non-recycled products, the District shall purchase recycled products. The District also may give preference to the suppliers of recycled products. (Public Contract Code [12168](#), [12210](#))

Price, fitness and quality being equal, the District shall give preference to supplies manufactured, grown or produced in California, and shall next prefer supplies partially manufactured, grown or produced in California. (Government Code [4331](#))

When purchasing food, the District shall give preference to produce grown in the United States and/or processed in the United States insofar as this is economically feasible considering the total cost, quantity and quality of the food. (Public Contract Code [3410](#))

### **Purchasing And Staff Relationships**

1. All official requests for prices and purchases will be made through the purchasing department except in special cases where the technical details make it advisable to delegate authority to others. Copies of all pertinent correspondence between vendor and District staff shall be forwarded to the purchasing department.
2. In discussion with vendors, School District employees must recognize that only the purchasing department has the authority to commit the expenditure of funds for supplies, equipment and services. Information with regard to prices paid for specified items should be furnished only by the purchasing department.
3. Purchases from District employees or their immediate family should be avoided.
4. The purchasing department will strive constantly to increase its knowledge of new equipment, materials, services, sources, prices, and processes in manufacturing, and will keep other departments informed.
5. There must be a recognition of the dependence between the instructional areas and the purchasing department.
6. The purchasing department will seek competent counsel from its colleagues regarding matters of common interest.
7. It is the responsibility of each using department to determine the quality and kind of supplies, equipment, and services required; however, the purchasing department may question and/or make recommendations relative to quality, safety, health, and economy. (Disagreements that cannot be reconciled between the purchasing department and the requisitioner should be forwarded to the Assistant Superintendent-Business Services or appropriate committee for a final decision.)

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