

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)

Delegation Of Purchasing Function

The function of purchasing shall be delegated to the Superintendent and his/her staff. The Assistant Superintendent-Business Services shall be responsible, with the approval of the Superintendent, for initiating uniform procedures for all purchasing affairs, in accordance with Governing Board policies.

Pursuant to Section 39657 of the Education Code, the Superintendent is delegated and authorized the power to contract for services, materials, supplies or equipment to be furnished, sold, or leased to the District when notice to bidders is not required; provided, however, that no contract made pursuant to the above delegation and authorization shall be valid to constitute an enforceable obligation against the District unless and until the same shall have been approved or ratified by the Governing Board.

The Superintendent of Schools, Associate Superintendent-Instructional Services, the Assistant Superintendent-Business Services and Manager of Fiscal Services, are authorized to sign, and one of the four is required to sign all purchase orders.

All purchases shall be reported to the Board in an expenditure report for approval and/or ratification.

After the final adoption of the Annual Budget, the Board's adoption and approval of the Working Budget, the Working Budget shall constitute the Board's authorization to proceed, within the availability of funds, with the procurement of items and services.

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All purchases of services, materials, supplies, or equipment must be authorized by a properly approved, signed and numbered purchase order. The District will not be liable for any orders placed by an employee of the District unless authorized by such an order.

No District employee shall give verbal orders for supplies, materials, equipment or services, or imply that an order will be approved, except in emergency cases with prior approval of the Superintendent, Associate Superintendent-Instructional Services, s Assistant Superintendent-Business Services, or Manager of Fiscal Services.

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

Policy Adopted: 11/24/81

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