

BUSINESS SERVICES

PURCHASING

ORDERING GOODS AND SERVICES

- A. The district Purchasing Office shall place purchase orders in accordance with procedures outlined in the district's Purchasing Guide.
- B. The district shall not be responsible for purchases made without a purchase order, nor responsible for payment of any order not requisitioned in the prescribed manner.
- C. All requests for goods and/or services shall be submitted to the district's Purchasing Department through the requisition process.
- D. Under no circumstances are orders to be handed to salesmen or vendors except by the district's Purchasing Department.
- E. Following the processing of a requisition by the district Purchasing Office, the requestor shall receive a copy of the purchase order verifying that the order has been placed.
- F. Emergency purchase orders may only be requested in cases where it is unavoidable to allow for normal purchasing processing.
  - 1. The purchase order number may be requested by calling the Purchasing Office. Such requests shall only be made by the principal/designee or division head.
  - 2. The requestor shall indicate the name of the vendor, the estimated dollar amount, a description of the goods and/or services, and a complete statement of rationale.
  - 3. Following the issuance of the purchase order number, the requestor shall immediately follow the normal requisition procedures.
- G. Open purchase orders may be requested if small purchases are frequently made from a vendor.
  - 1. An open purchase order may be requested through the normal requisition process.
  - 2. The request shall include the name of the vendor, the nature of the items to be purchased, and a maximum dollar amount.
  - 3. The user of an open purchase order shall submit signed receipts or other substantiating documentation verifying the purchase of goods or services to the district Business Office at least once a month.

- H. Vending machines shall not be rented or purchased without prior approval of the Superintendent or designee.

Legal References: Education Codes 35020, 35276, 40001, 40002

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