

**PURCHASING PROCEDURES**

The Board has the authority and responsibility for all purchase contracts of the district. This authority and responsibility can be delegated, with certain restrictions, under provisions of the Government Code and Education Code.

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 will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.

The Superintendent or designee may issue and sign purchase orders and shall submit them for Governing Board approval. Approval of purchase orders will be recorded in the minutes.

The purchasing department will conduct all purchase transactions for the district.

*(cf. 3314.2 - District Revolving Fund)*  
*(cf. 3440 - Inventories)*

**Relationship to Departments and Schools**

The purchasing of services and supplies is centralized in the Purchasing Department, and directed by the Director, Purchasing who is responsible to the Deputy Superintendent, Business and Support Services.

Delegation of any part of the purchasing function to persons outside of the Purchasing Department must have the prior approval of the Deputy Superintendent, Business and Support Services.

All requests for prices or for repair service and all purchases shall be made by the Purchasing Department unless the Deputy Superintendent, Business and Support Services, has given prior approval to an exception.

The Purchasing Department shall keep other departments informed regarding new materials, services, sources, prices, and processes in manufacturing. The Purchasing Department shall provide consultant service for instructional committees.

The Purchasing Department shall not assist any employee of the District in securing materials for personal use at a discount.

## **Responsibilities of the Purchasing Department**

The Purchasing Department shall maintain a library of current trade catalogs in its offices where they shall be available for the use by departments and schools.

The Purchasing Department shall be constantly alert to any change that may affect purchasing economies.

The school supplies market shall be studied to determine the most advantageous time for the purchase of specific materials.

The Purchasing Department shall participate in cooperative buying programs of county, state and local public agencies whenever it is deemed to be in the best interest of the District to do so. Withdrawals of District Stores supplied by schools shall normally be limited to quantities that will be used during the following nine-week period.

The Purchasing Department shall maintain an up-to-date list of vendors of various materials used by departments and schools.

The Director, Purchasing and the Buyer(s) shall visit suppliers when such visitation is deemed to be in the best interests of the District and a necessary augmentation to the purchasing process.

## **Standardization of Supplies and Equipment**

Supplies and equipment to be used within the District shall be standardized as much as is feasible. While standardization is generally desirable, it shall not be carried so far as to hamper service.

In keeping with purchasing procedures, instructional committees may be formed for developing Standard Bid Lists for the purpose of obtaining maximum economy from volume buying.

All standardized lists of approved items will be maintained in the District's Purchasing Department. These lists will be reviewed and updated by the Purchasing Department as needed.

## **Ordering Goods and Services (Purchase Orders)**

The Purchase Order form shall be restricted to the use of the Purchasing Department.

### *Legal Reference:*

#### EDUCATION CODE

*35250 Duty to keep certain records and reports*

*17605 Delegation of powers to agents; approval or ratification of contracts by governing board*

*39657 Delegation of authority to purchase supplies and equipment*

*81656 Delegation of Authority*

### Policy

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revised: September 15, 2000

June 25, 2007

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California