



## CENTRAL UNIFIED SCHOOL DISTRICT

4605 N. Polk Avenue • Fresno, CA 93722

Phone: (559) 274-4700 Ext. 63105

Fax: (559) 276-5515

Interim  
Superintendent, CBO  
Kelly Porterfield

Director:  
Yolanda Balladares,  
Fiscal Services

### CENTRAL UNIFIED SCHOOL DISTRICT GENERAL VENDOR GUIDELINES

Under the Fiscal Services Division of Executive Services, the Purchasing Department is dedicated to providing our school sites and administration with a high level of customer service while upholding business practices to the standards set forth by local, state and federal mandates as well as the policies of our Governing Board. Our ultimate goal is to ensure we meet the needs of the District's student population through the procurement of goods and services that will assist them in achieving their educational goals.

The Purchasing Department staff wishes to cultivate and maintain professional relationships with all vendors and continue to increase our knowledge of products and equipment available.

This document is designed to acquaint you with the procedures governing the purchase of products and services by Central Unified School District and to explain the standard terms and conditions applicable to the procurement process.

#### PURCHASING DEPARTMENT CONTACTS:

Liz Latham, Account Clerk III

559-274-4700 x63187

[purchasing@centralusd.k12.ca.us](mailto:purchasing@centralusd.k12.ca.us)

[llatham@centralusd.k12.ca.us](mailto:llatham@centralusd.k12.ca.us)

(Processes new vendors, manages processed PO's)

Karen Hisel, Purchasing / Warehouse Specialist

559-274-4700 x63114

[purchasing@centralusd.k12.ca.us](mailto:purchasing@centralusd.k12.ca.us)

[khisel@centralusd.k12.ca.us](mailto:khisel@centralusd.k12.ca.us)

(Processes fixed assets, coordinates warehouse deliveries)

Tatum Toste, Purchasing / Warehouse Manager

559-274-4700 x63112

[purchasing@centralusd.k12.ca.us](mailto:purchasing@centralusd.k12.ca.us)

[ttoste@centralusd.k12.ca.us](mailto:ttoste@centralusd.k12.ca.us)

(Manages purchasing and warehouse)



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- **SALES CALLS AND SOLICITATIONS** – Current Vendors as well as Vendors wishing to do business with Central Unified School District should contact the Purchasing Department. Our school sites and departments are very busy with the education of children and we would appreciate you not taking up their limited time with sales calls or visits.
- **PURCHASE ORDERS** – All District issued purchase orders are subject to the Purchase Order Terms and Conditions found at [www.centralunified.org](http://www.centralunified.org) on the Purchasing Department home page. Terms and Conditions may also be obtained by contacting a member of the purchasing staff.  
Under Public Contract Code 20111-20118 and Ed Code Sections 17604-17606 and 81656 an expense is not recognized nor does it become an obligation of the District until the Board has approved the expense. The law provides that "The governing board by majority vote may adopt a rule, delegating to any officer or employee of the district as the board may designate, the authority to purchase supplies, materials, apparatus, equipment, and services."  
In our District per Board Policy 3300 /AR 3314.3 the authority, mentioned above, is currently delegated to the Superintendent, Assistant Superintendent-CBO and / or Director of Fiscal Services. Board Policy 3412 further states "The normal procedure for purchasing will be through the use of the Purchase Order form. Any deviation from this procedure must have the approval of the Superintendent. "  
To summarize the above, the District is not liable for any expense that was not secured under a purchase order or by prior approval from the Governing Board, or its designee(s).  
All vendors are cautioned to request a physical executed District purchase order prior to providing services or supplies and to review its terms and conditions available at [www.centralunified.org](http://www.centralunified.org) under the *Purchasing Department*. Please note all encumbrances \$50,000.00 and above require the approval of the Governing Board.
- **BIDS-** The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the District, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding (BP3311).  
The Governing Board shall call for bids by advertising in a local newspaper of general circulation, or if no such paper exists, then in some newspaper of general circulation, circulated in the county, at least once per week for two consecutive weeks for



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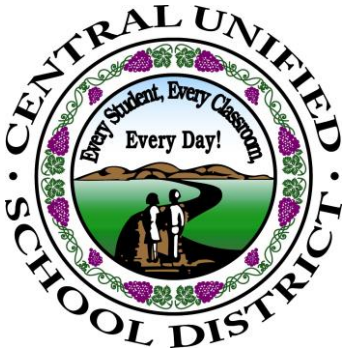
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equipment and materials bids, and at least one week for formal construction bids. The notice shall state the work to be done or materials or supplies to be furnished, and the time and place where bids shall be opened (PCC 20112). In addition, the Notice Inviting Bids may be posted on the District's website. With regard to bid limits concerning construction services and public works projects, the board has adopted and elected to utilize limits allowed by the Uniform Public Construction Cost Accounting Act of 1983, as described in P.C.C. code section 22000 through 22045.

- **CONTRACTS-** Contracts and extensions thereof will be considered valid only if signed by the Superintendent, Assistant Superintendent- Chief Business Officer or Director of Fiscal Services. All contracts whose gross total is equal to or greater than \$50,000.00 requires the approval of the Governing Board. All vendors performing services should have possession an executed contract in addition to an executed purchase order prior to providing services. Quotes that require a signature are subject to the same provisions.
- **TAX DOCUMENTS and REPORTING-** The District requires all vendors to complete applicable federal and state tax forms, prior to becoming a vendor. The District must have both a federal form, most commonly the IRS W9 as well as a state form, most commonly CA 590 or CA 587 on file, prior to vendor set-up. The most commonly used forms are available on our website [www.centralunified.org](http://www.centralunified.org) under the *Purchasing Department*. You may also obtain the forms by contacting the Internal Revenue Service and California Franchise Tax Board. The District cannot offer tax advice, you will need to contact your tax professional if you are unsure which forms to complete.
- **PREVAILING WAGE REQUIREMENTS-** The provisions of Senate Bill 854 and other applicable laws contain certain requirements, including contractor registration with, and electronic reporting of prevailing wage information to, the California Department of Industrial Relations (D.I.R.) Unless otherwise permitted by applicable law(s), as of April 1, 2015, no contractor or subcontractor may be awarded a contract for public work, on a public works project in dollar amounts specified by the bill unless registered with the D.I.R. pursuant to Labor Code 1725.5. You can find additional information on the requirements at the DIR website: [www.dir.ca.gov](http://www.dir.ca.gov) .
- **FINGERPRINT and TB CLEARANCE** – All vendors must comply with fingerprint and tuberculosis clearance requirements as mandated by the State of California.



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- **GIFTS-** No district employee or Governing Board member shall accept personal gifts, commissions or expense paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by businesses free to all as part of their public relations programs.

We hope this guide has helped you better understand our District's Purchasing Department and its procedures. If you should have any questions or concerns, please contact a member of the purchasing department staff.