

Purchasing Procedures

1. Purchase orders shall be issued for all purchases of materials and supplies. Pre-numbered purchase orders shall be used. A copy of each purchase order shall be maintained in numerical sequence.
2. Staff members who charge supplies, equipment, etc., without a purchase order approved through the district's business office, shall be liable for the payment of such purchase.
3. Purchases of equipment which involve only incidental labor for installation may be made by issuance of purchase orders without execution of formal contract.
4. In the event a local supplier's bid shall be the same as an out-of-town bid, the local supplier shall be awarded the contract.
5. Whenever storage facilities permit, every possible advantage shall be taken of quantity buying.
6. The requisition form prescribed by the district business office shall be used for all requests of goods or services. It will be initiated by the teacher or user of the goods or services and it must receive the approval of the department chairman and the school principal prior to being forwarded to the district business office.

Adopted: 3/9/64

Revised: 4/10/78; 10/13/92; 3/8/11

Legal Reference:

Ed Code: 39656, 39657