

Other Procurement Guidelines

- **Purchases shall not be artificially divided** by the District so as to constitute a small purchase or to avoid purchasing limits.
- **Contracts** are not exempt from spending limits. The Procurement Coordinator should be notified in advance of any arrangements/plans to contract services. (Examples: contracted speakers, consultants, therapists, artists in residence, virtual teachers, etc.) Compensation for contracts must be inclusive (including travel, hotel, per diem). Schools/Departments are not authorized to draft their own contracts without the prior authorization from the Procurement Office. A copy of all contracts (signed by both parties) must be kept in the Procurement Office after approval by the Procurement Coordinator.
- For **all computer purchases** and purchases of other technology equipment, a hardware/software approval form must be completed and approved before purchase. Please contact your school network administrator or the District Office Technology Department. Included in this are laptops, printers, ipads and software. Not included would be toner, cameras, and other miscellaneous supplies.
- **Catering** full-day staff development vs. half-day
 - Describe the event in the notes section of the requisition
 - An agenda and sign-in form must be submitted with invoice for payment
- Violation of any of the aforementioned policies will result in a letter of reprimand to be filed in the responsible party's personnel file.

Frequently Asked Questions

Q. Can I enter requisition in excess of \$2,500?

A. Any dollar amount can be entered as long as the following procedures are followed:

- Small purchases **not exceeding \$2,500** may be made without seeking quotes if the prices are considered reasonable.
- Purchases from **\$2,500.01 - \$10,000.00** require solicitations of written quotes from three (3) qualified sources.

Q. Are any purchases exempt from spending limits?

A. The following items are exempt from purchasing procedures:

- Books, periodicals, newspapers, technical pamphlets, standardized tests and testing materials, copyrighted educational materials
- Travel

Contacts

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