
Purchasing process:

- a. The intent of the purchasing process is to purchase competitively without prejudice and to seek maximum value.
- b. Purchasers should use a District purchasing card whenever the card is accepted by the vendor.
- c. When a District purchasing card is not accepted by a vendor, the purchaser will generate a purchase order from the District accounting system.
- d. The use of District credit cards to make purchases over the internet is limited only to purchases made using a card that is part of the District's purchasing card program.

Purchasing authority and limits:

- a. The determination of purchasing authority and purchasing limits for each position in the District will be made by the Superintendent or Superintendent's designee.
- b. Granted authority and limit will apply to all District purchases with the exception of travel and employee reimbursements.
- c. All travel expenditures and employee expense reimbursements must be approved by the employee's site administrator, supervisor, or grant administrator, whichever applies.
- d. The following groups have the authority to purchase goods or services up to the listed limit:

Group	Limit
School Office Managers and Bookkeepers	\$1,500
Department Office / Operations Manager	\$25,000
School Principals	\$25,000
Level Supervisors	\$100,000
Grant Manager	\$100,000
Department Managers and Supervisors	\$100,000
Superintendents and Chief Operations and Financial Officer	No limit, except per executive limitations
Board of Directors	No limit

- e. All agreements and/or contracts for rent or lease of facilities to be used in school operations, paid or unpaid, will be approved by the Chief Operations and Financial Officer or designee.
- f. The authority to sign contracts will reside with administrators and supervisors, up to their respective limits as listed above.
- g. Any Federal grant purchases between \$3,000 and \$10,000 need the grant accountant approval.
- h. All Federal grant purchases greater than \$3,000 will follow federal purchasing guidelines. An adequate number of quotes will be received and attached to purchase documentation. "Adequate" number of quotes will generally be three quotes but may be adjusted as industry standards exist.
- i. All purchases, including contracts with a total cost exceeding \$10,000 require review by the District Buyer prior to finalizing.

- j. All purchases will be made in accordance with the Attorney General Model Rules and our Public Contracting Rules and Guidelines, DJ-AR. Following is a summary of the current rules:
- The purchaser will obtain three quotes for purchases exceeding \$10,000 and attach to the purchasing documents.
 - The purchaser will use a written solicitation to obtain quotes for purchases exceeding \$75,000 and attach to purchasing documents.
 - All purchases exceeding \$150,000 will be made with the oversight of the District Buyer.
 - Any exceptions to these rules must first be reviewed by the District Buyer and approved by the Chief Operations and Financial Officer or designee.
- k. This administrative regulation is intended to work in conjunction with parameters contained in other administrative regulations.

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