

Purchasing: Authorization and Control

The purpose of this procedure is to implement Policy 6210. The Business Department is authorized to issue purchase orders for equipment, supplies, services and personal service contracts. The district shall not be responsible for purchases initiated other than via purchase order or following the procedures for procurement card usage.

Online requisitions should be prepared accurately and completely in the WESPaC purchasing system. Information should include the appropriate account code and the approximate price (enough to cover the budget impact). Although the Business Department has the responsibility for selecting the actual vendor, requisitions should be to a suggested vendor. Once approved in the system, the school or department can print their purchase orders for distribution.

All district employees shall avoid any conflict of interest when recommending items to be purchased and choosing the vendor. All rebates or incentives provided by the vendor are the property of the district, not the employees involved in the transaction. Please see policy on Conflict of Interest and Relations with Vendors.

Requisitions shall provide the following information:

- A. Name of school, department and originator, and date originated;
- B. Vendor name and address;
- C. School department or person to which material is to be delivered;
- D. Budget year;
- E. Specifications of equipment items (manufacturer, stock number, etc.);
- F. Estimated cost based on latest price; and
- G. Authorizing signature.

Purchase orders encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues. Purchase orders up to \$1,500 are approved by the budget administrator; from \$1,500 to \$20,000 approved by the District Accountant; over \$20,000 are approved by the Executive Director of Business Services.

Materials desired for "examination" should be ordered on requisition, stating "following items for examination for 30 days."

Vendor Selection: When selecting a vendor, current bid law requirements should be taken into consideration. Office supplies, copiers, custodial supplies, etc. must be purchased from a pre-approved vendor. Use the quote form when quotes are required to ensure proper documentation and attach it to the requisition.

Receiving: Since receiving is an important phase of the procurement cycle, principals or administrators must ensure the process in their building/department requires all items purchased be received through the WESPaC purchasing system and/or attach packing slips to PO's.

Personal Services Contracts: All personal service contracts, prior to service being performed, must be signed by the superintendent or designee. Payments may go either through payroll or accounts payable. Completion of the Personal Services Packet is mandatory.

Procurement Cards: When appropriate, the use of Procurement cards in place of a purchase orders has been authorized by the board. Approved requisitions are required and must be available for audit. See Policy 6212

Public Works: All public work projects will be coordinated by the Maintenance Department.

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