

PURCHASING PROCEDURES

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law.

Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.

The Superintendent or designee may issue and sign purchase orders and shall submit them for Governing Board approval.

All purchases shall be made by formal contract, purchase orders, or be accompanied by a receipt.

(cf. 3314.2 - Revolving Funds)

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

35250 *Duty to keep certain records and reports*

39656 *Delegation of powers to agents; approval or ratification of contracts by governing board*

39657 *Delegation of authority to purchase supplies and equipment*