

## **3300 Expenditures/Purchases**

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

### **Expending Authority**

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111 and/or 22000 et seq., beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

### **Purchasing Procedures**

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

The Superintendent or designee shall be responsible for the development of uniform policies, procedures and practices by which:

1. All materials, supplies and services for the district may be purchased;
2. Materials, supplies and equipment may be stored and distributed;
3. A stock control system can be maintained; and
4. An inventory system for all fixed assets can be maintained.

The Superintendent or designee shall maintain procedures that ensure that proposed expenditures are budgeted under, and actual expenditures are charged against, those categories which most accurately represent the purpose for which such funds are to be, or have been, expended.

### **3300 Expenditures/Purchases (continued)**

Whenever recycled products of equal fitness and quality are available at no more than the cost of nonrecycled products, the district shall purchase recycled products. The district also may give preference to the suppliers of recycled products. (Public Contract Code 12168, 12210)

Price, fitness and quality being equal, the district shall give preference to supplies manufactured, grown or produced in California, and shall next prefer supplies partially manufactured, grown or produced in California. (Government Code 4331)

When purchasing food, the district shall give preference to produce grown in the United States and/or processed in the United States insofar as this is economically feasible considering the total cost, quantity and quality of the food. (Public Contract Code 3410)

#### **Contracts for Electronic Products and Services**

The school district governing board may authorize procurement of computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation. The district must use an RFP (request for proposals) process and make every effort to ensure reasonable competition. The district may consider, in addition to price, factors such as vendor financing, performance reliability, standardization, life-cycle costs, delivery timetables, support logistics, fitness of purchase, and manufacturer's warranties. The contract shall be awarded to the qualified bidder whose proposal meets the evaluation standards identified in the RFP and is determined to be most advantageous to the district when all factors are considered. [PCC § 20118.2]

**Board Approved:**

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