

3310 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 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.

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

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.

Board Approved:

October 21, 2015

April 15, 2004

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