

PURCHASING GUIDELINES

REQUISITION TOTAL	POLICY	PROCEDURE
Up to \$8,000.00	Use good business practices	<ul style="list-style-type: none"> • Determine if a term contract exists by checking the Purchasing website or by contacting the Purchasing Department. • If no term contract, to ensure best value is achieved, two or more telephone or written quotes may be necessary. • If necessary, contact the Purchasing Department to assist with finding vendors.
\$8,000.01 to \$49,999.99	Three Written Quotes Required	<ul style="list-style-type: none"> • Determine if a term contract exists by checking the Purchasing website or by contacting the Purchasing Department. • If no term contract, obtain three written quotes. • If necessary, contact the Purchasing Department to assist with finding vendors. • Written quote records uploaded to Skyward and hard copy retained at site. • The Procurement Department reserves the right to verify and re-quote items or services.
\$50,000.00 or more	Formal Sealed Solicitation Required	<ul style="list-style-type: none"> • Determine if a term contract exists by checking the Purchasing website or by contacting the Purchasing Department. • Ensure sufficient budget is available. • Contact the Purchasing Department to initiate formal solicitation process. • If necessary, contact the Purchasing Department to assist with developing specifications or scope of work. • Allow at least 60 days for solicitation and award of invitation to bid and 90 days for request for proposals. • The Purchasing Department will keep Requestor informed throughout the solicitation process.
Single/Sole Source	Single/Sole Source Letter Required	<ul style="list-style-type: none"> • Obtain a single/sole source letter from the vendor. Forward the letter and single/sole source justification form to the Purchasing Department. • The Purchasing Department will verify and seek Board Approval if equal to or greater than \$25,000.00
Exemptions	Educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, DVDs, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.	