

## **Purchasing Procedures**

The purchasing department will design and supply appropriate forms for purchasing procedures such as purchase order forms, requisition forms, supply requests forms and bidding forms. The purchasing department will communicate with the various other departments regarding a calendar for organizing annual purchases such as textbooks, school supplies, furniture and other supplies and equipment.

Those that receive goods will be responsible for checking the accuracy of the content and condition of goods received from vendors and shall communicate such information to the accounts payable department. Discrepancies, returned merchandise and other adjustments must be reported to the purchasing department.

The purchasing department will comply with all policies regarding restrictions on purchases of goods and services from related parties. For purposes of this policy, related parties shall include board members, employees and any business from which a board member or employee derives a financial benefit either directly or indirectly.

An independent contractor must disclose any conflict of interest when the independent contractor, in the normal course of providing services, is able to influence decisions regarding vendor selections, bid awards, contracts, or purchases from which the independent contractor might benefit either directly or indirectly.

Whenever feasible, bids or price quotes will be taken from three or more vendors.

The Board authorizes the purchasing department to join with other governmental agencies in securing supplies and equipment when feasible. Cooperative purchasing with other governmental agencies shall not be to the detriment of the district. However, efforts shall be made to share information with other agencies regarding vendors and specifications.

Approved: March 12, 1985

Revised: June 27, 2000

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Revised and recoded: October 28, 2014