

CREIGHTON ELEMENTARY SCHOOL DISTRICT #14

Purchasing Procedures

Governing Board Policy DJC requires the following procedures be followed when purchasing materials, construction or services, including consultants, rentals and leases. Purchases are completed one transaction at a time, and are not to be sequenced in order to avoid the limits listed below. A transaction is the complete cost of purchase including the total of all line items, sales tax, service or installation charges, and freight or delivery charges. **A purchase order must be issued by the Purchasing Department before materials, construction and/or services are ordered.**

A. Purchases up to \$5,000

1. Seek a firm price quote to assure maximum value.
2. In this category only, current catalog prices may be used.
3. The following information needs to be written on, or attached to the requisition: complete description of all materials, construction or services, quantities, date, catalog date, vendors name, bid number, firm price, freight charge, percentage of sales tax, and any other pertinent information.
4. Document oral quotations and attach to the requisition.

B. Purchases of at least \$5,000, but less than \$15,000

1. Seek oral or written quotations from a minimum of three or more vendors
2. Prepare requisition as listed in **Items 3 and 4, Section A**
3. Requisitions cannot be processed without appropriate quotations

C. Purchases of at least \$15,000, but not more than \$33,689

1. Seek only written quotations from three or more vendors. Quotes must be on vendor letterhead or quote form.
2. Prepare requisitions as listed in **Item 3, Section A**.
3. Attach all the original vendor quotes to the requisition. Requisitions cannot be processed without appropriate quotations.

D. Purchases of \$33,689 or more (the limit is \$30,000 for construction)

1. Purchase must be by formal sealed bid, prepared and awarded by the Purchasing Department with aid from the requisitioning school/department, as require
2. Governing Board approval of the award is required when the total purchase exceeds \$33,689

3. After award, prepare requisition as listed in **Item 3, Section A**.
4. Approximately 6 weeks must be allowed for processing a formal sealed bid from preparation to award. Only documented EMERGENCY formal sealed bids will be issued after March 15th for a current fiscal year transaction.

E. Emergency or sole source purchases (all transactions of \$5,000 or more)

1. If an emergency purchase is required involving health, welfare or safety of the public, employees or students, provide a written statement with the requisition explaining the nature of the emergency and the basis for the selection of the particular vendor.
2. If a sole source purchase is required, the requisition must include a sole source letter from the vendor and a determination of the basis for the sole source from the user.
3. Prepare the requisition as listed in **Item 3, Section A**.
4. Emergency and sole source procurements may require Governing Board approval or notification when the transaction exceeds \$32,899.

The District will endeavor to ensure full participation and equal opportunity for all persons/firms in procurement opportunities with the District.

This document is a brief summary of important Purchasing Procedures and must not be construed as all inclusive when purchasing materials, construction or services. Please contact the Purchasing Department at (602) 381-6000 for additional assistance or information.

Emergency Procurements

Notwithstanding any other provision of this chapter, the director may make or authorize others to make emergency procurements if there exists a threat to public health, welfare, or safety, or if a situation exists which makes compliance with section 41-2533, 41-2534 or 41-2578 impracticable, unnecessary or contrary to the public interest as defined in rules adopted by the director, except that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

Sole Source Procurement

A contract may be awarded for a material, service or construction item without competition if the director determines in writing that there is only one source for the required material, service or construction item. The director may require the submission of cost or pricing data in connection with an award under this section. Sole source procurement shall be avoided, except when no reasonable alternative sources exist. A written determination of the basis for the sole source procurement shall be included in the contract file.