

Central Consolidated School District

Purchasing Goods and Materials

(effective 8/1/13) (revised 8/1/14)

All goods and materials must have an approved and signed purchase order before they can be ordered. This is a requirement of the state procurement code.

SMALL PURCHASES

Any amount *under* \$5,000 determines that the best obtainable price has been secured from other vendors or other agencies (e.g. CES, GSA, or State Contracts).

LARGE PURCHASES

Any amount *over* \$5,000 *requires documentation* to determine that the best obtainable price has been secured from other vendors or other agencies (e.g. CES, GSA, or State Contracts).

Purchases between \$5,000 & \$10,000

School district requires 3 verbal quotes. *Quote Sheets are found on First Class, Purchasing.* Attach document in Visions.

Purchases between \$10,000 & \$20,000

School district requires 3 written quotes. Attach document in Visions.

Purchases between \$20,000 & \$60,000

School District requires 3 written quotes from Vendors or Contract #'s. Attach documents in Visions.

Procurements over \$60,000

Procurement Code requires Formal Invitation to BID or RFP (Section 13-1-102 thru 13-1-117)

1. Use descriptions above to determine what actions and documents are required for procurement of goods and materials.
2. Requisition should be completed and approved by the building/department administrator and, if ordering from grant funds, the grant program manager (See Requisition Processing procedure).
3. All orders for materials, with the exception of activity account materials or office/classroom supplies ordered through Staples Advantage, should indicate that materials are to be shipped to Warehouse.
4. On all P.O.s for materials (with the exception of blanket P.O.s), the P.O. should indicate to close the P.O. with payment.
5. An itemized purchase order is required to comply with state procurement regulations. An itemized purchase order includes the quantity, description of the item(s) being purchased and the pricing per unit and per total.
6. Blanket P.O.s are to be used minimally and only for items that are ordered on a regular basis. This includes purchasing cards, capital outlay projects, student travel and to vendors with price agreements with the state of New Mexico (see CES blue book). Certain departments may use blanket P.O.s rather than keep items in inventory. These departments include Construction, Maintenance, Technology and Transportation.

7. Schools may issue blanket P.O.s for food items that will be purchased on a regular basis, such as snacks for students in special activities outside the school day, etc.
8. All P.O.s are expected to be made directly to the vendor using our vendor list.
9. Purchases for school/classroom materials should be made through agencies with price agreements unless it is determined that better pricing is available outside the buying network.
10. For all materials/goods orders, include a 10% (or other percent as indicated on vendor's order form) shipping/handling fee. If this is free, this must be indicated on the purchase order.
11. When using catalogs, be sure to use the current catalog. Inventory numbers and prices change over time. To be sure have the current information, most vendors that publish catalogs have a website on which you can verify item numbers and pricing.
12. Purchases for technology items such as computers, cameras, software, printers, radios and other electronic equipment require the approval of the Technology Department prior to ordering. Technology will determine compatibility with district technology platforms. Items that are not approved or do not meet compatibility requirements should not be ordered.
13. Purchase order requests may require supporting documentation, such as price quotes, contracts, etc. All supporting documentation should be scanned and attached to the requisition before it is approved at the site level. Attaching supporting documentation will ensure prompt issuance of a P.O.
14. If a P.O. must be increased due to a difference between the original order amount and the final amount due, a reason for the increase must be sent with the request for an increase. Requests without a reason will not be acted upon.
15. A review of all open P.O.s is to be done quarterly and any not needed should be closed. This will disencumber funds so that the funds can be used to meet other needs.