

## **Purchasing Procedures**

### **Petty cash purchases (purchases less than \$50)**

1. Purchases up to \$50 may be made from petty cash funds.
2. No one, including district employees, shall be allowed to cash checks from petty cash or any district fund in any office, school office, or cafeteria.
3. No purchase order shall be issued for purchases totaling less than \$50 without the approval of the purchasing manager. Petty cash or purchasing cards are recommended for all purchases under \$50.

### **Soliciting price quotations (purchases of \$5,000 and up)**

Price quotations shall be obtained for purchases of goods and services, except for professional services or educational workbooks, textbooks, library books and expendable science supplies. When quotations or bids are obtained, tabulations shall be made available to vendors upon request.

1. Price quotations shall not be required for purchases up to \$5,000 or less. However, the purchasing department may request quotations for purchases less than \$5,000 if deemed advantageous to the district.
2. Two or more quotations shall be required for purchases between \$5,000 and up to but not including \$25,000. Such quotations may be written, faxed, transmitted electronically or by email. The department or school requesting the purchase shall attach a copy of the quotations to the purchase requisition. Copies of the quotations shall be retained at the department or school.
3. Purchases of goods and services for the district costing \$25,000 and up shall be made in accordance with the district's bidding procurement procedures (see DJE).
4. The district will comply with all applicable federal purchasing requirements in the expenditure of federal funds, including the prohibition of conducting business with suspended and debarred parties. The purchasing manager shall be responsible for checking all vendors against the System for Award Management (SAM) before issuing any purchase order or contract.
5. This shall not apply, however, to private instructional placements required by law.

### **Purchase orders**

1. All purchase requisitions of over \$5,000 and up will be reviewed and approved by the chief financial officer or designee. If the purchase order is not approved, it will be returned to the person initiating the purchase order with a written explanation.
2. Purchase requisitions will be prepared by the budget manager of the department or school for all items to be purchased except those purchased from petty cash or by purchasing card.
3. All purchase requisitions must be filled out as completely as possible and should include:
  - a. Complete name and address of vendor

- b. Full description of the equipment, supplies and services to be purchased
  - c. Quantities, unit price and total price
4. A separate purchase requisition must be filled out for each vendor.
  5. Upon approval, copies of the purchase order will be distributed appropriately.
  6. When an employee sees an acceptable item of instructional merchandise while out of town attending an educational convention or in a similar circumstance and chooses to purchase the item with personal funds, the employee may apply for reimbursement. Reimbursement shall follow the financial services after-the-fact purchase approval process outlined in this regulation.

### **Relations with other departments**

The purchasing office is responsible for cooperating closely with all other departments in obtaining goods and services which will best meet their needs. This will be done by wise and timely buying, by making known new and improved goods and services and by working toward the standardization of goods and services required.

The purchasing department will keep abreast of changing market conditions and inform the administration so that the district's present and future purchasing position will be protected.

### **Purchase commitments**

No purchase may be made without prior approval and authorization. Exceptions to this procedure will be made only in cases of extreme emergency. After-the-fact purchase authorization over \$50 shall require chief financial officer approval.

Vendors who supply goods or services without the consent of the purchasing department do so at their own risk. The district will not accept responsibility for bills incurred by individual employees who are not authorized to act on behalf of the district. Employees are forbidden to make purchases or order services in the name of the district without authorization.

### **Purchases for the private use of employees**

The purchasing power of the district may not be used to obtain goods or services for the private use of any employee.

Approved: January 15, 1969  
Revised: February 17, 1970  
Revised: October 19, 1977  
Revised: April 25, 1984  
Revised: October 22, 1997  
Revised: April 25, 2001  
Revised: May 21, 2003  
Revised: November 12, 2003  
Revised: January 11, 2012  
Revised: October 28, 2015  
Recorded: June 28, 2017

Revised: June 26, 2019

St. Vrain Valley School District RE-1J, Longmont, Colorado