

Santa Barbara Unified School District

Board Policy

BP 3310

Business and Non-Instructional Operations

PURCHASING PROCEDURES

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law.

Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.

(cf. 3314.2 - District Revolving Fund)
(cf. 3440 - Inventories)

All purchases shall be made by formal contract, purchase orders, purchasing card or shall be accompanied by an original receipt.

(cf. 3300 - Expenditures/Expending Authority)
(cf. 3312 - Contracts)

District, may be awarded by the Governing Board to the lowest responsible bidder, who must give such security as the Board requires. The Board may, if not satisfied, reject all bids.

For the purpose of securing bids, the Board shall publish an invitation to bid at least once a week for two weeks in some newspaper of general circulation published in the district (Public Contract Code 20112).

All purchases of other items for \$10,000 or more but less than the mandated competitive bid limit as determined by the Superintendent of Public Instruction may be awarded by the Board, without formal advertising, and on written quotations, to the lowest responsible bidder, or all bids shall be rejected.

Prior to the placement of any purchase order for \$10,000 or more but less than the mandated competitive bid limit as determined by the Superintendent of Public Instruction, the order shall be submitted for Board approval unless the district Superintendent or designee deems the purchase to be of an urgent nature and any delay would be a significant detriment to safety of the educational or maintenance program. Purchase orders for budgeted items under \$10,000 may be issued by the purchasing department for later Board ratification.

During a budget freeze, emergency spending limits may be imposed on some/all of the district's purchases, as determined by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

17604 *Delegation of powers to agents; approval or ratification of contracts by governing board*
17605 *Delegation of authority to purchase supplies and equipment*
35250 *Duty to keep certain records and reports*

SANTA BARBARA UNIFIED SCHOOL DISTRICT
Santa Barbara, California June 17, 2008; April 14, 2015