



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

PURCHASING OVERVIEW & PROCEDURES

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PURCHASING DEPARTMENT CONTACTS

Christina Bennett x33250

Purchasing Manager – Oversees all Purchasing functions

David Vargas x32012

Warehouse Worker III – Warehouse operations: receiving, delivery, USPS, interoffice mail

PURCHASING CALENDAR*

End of April Last Monday of April, purchasing requisitions due/cut-off for the school year.

Mid-May Office Depot & Other Open Order P.O.'s cut-off

Mid-June (last day of school) Summer School & Custodial Supplies due/cut-off

PLEASE NOTE THAT MAIL DELIVERY TO THE SCHOOL SITES WILL NOT OCCUR DURING THANKSGIVING BREAK, WINTER BREAK, OR SPRING BREAK.

*Specific dates shall be announced each Spring by the Purchasing Department

PURCHASING OBJECTIVES

This document is provided as a guide for purchasing procedures. It is not meant to cover every situation. If, at any time, you have any questions regarding this document or any purchasing or warehouse procedure, please contact the appropriate person on the Purchasing Contacts page.

The primary objective of this Purchasing “Handbook” is to provide the following:

- a. A reference of information on how to obtain materials and services needed by school district staff and how to obtain services from the Purchasing Department.
- b. Assistance in answering questions relating to the purchase of materials, supplies and services from outside sources and the warehouse.
- c. To be in compliance with Sections 54202 and 54204 of the Government Code of California which state:

54202. “Every local agency shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency. Purchases of supplies and equipment by the local agency shall be in accordance with all provisions of law governing same. No policy, procedure, or regulation shall be adopted which is inconsistent or in conflict with statute.”

54204. “If the local agency is other than a city, county, or city and county, the policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.”

PURCHASING ETHICS

Purchasing activities will be conducted in accordance with the following:

1. To regard Public Service as a sacred trust, giving primary consideration to the interests of the School District whose interest we serve.
2. To purchase without prejudice, seeking to obtain the maximum benefit for tax dollars expended.
3. To avoid unfair practices, giving all qualified vendors/contractors an equal opportunity.
4. To respect the District’s obligations and to require that vendors/contractors respect their obligation(s) to the District.
5. To strive constantly to improve purchasing methods and the selection of materials and services we buy.
6. To counsel and assist fellow purchasing agents in the performance of their duties.
7. To conduct ourselves with fairness and dignity, and demand honesty and truth in buying and selling.

8. To cooperate with all organizations and individuals engaged in enhancing the development and standing of the purchasing profession.
9. To remember that everything we do reflects on the School District and govern our actions accordingly.
10. To comply with the District's Governing Board policies and regulations, and all local, State, and Federal legal code provisions which apply to public school purchasing.

The School District shall conduct all purchasing functions within the dictates of the Education Code and Public Contract Code. All purchases exceeding the limits established by the Public Contract Code shall be advertised for competitive bid. All authorizations going to bid will be presented to the Board of Trustees at their regularly scheduled Board meetings.

Purchases shall be made by competitive bidding, formal or informal quotation, or as otherwise stated in Board Policies and Administrative Regulations: 3310, 3311, and 3312. The award will be made to the lowest responsive and responsible bidder meeting specifications. Specifications will be established which are thoroughly descriptive of the materials/services desired to promote competitive bidding and to develop responsible bidders able to offer the best prices consistent with quality, delivery and services. The Board of Trustees shall approve all bid specifications at the time of award.

Any procurement which affects the health, safety or the efficient operation of the District may be issued without Board approval, upon direction of the Chief Business Official.

PURCHASING RESPONSIBILITIES

1. The Purchasing Department shall establish practical and efficient office procedures, reports, and systems for the most effective operation of the Department.
2. The Purchasing Department shall conduct, supervise or verify all purchase transactions for the District.
3. The Purchasing Department shall act as a resource center of material information and provide suggested sources of supplies.
4. The Purchasing Department shall coordinate its activities with the Finance Department.
5. The Purchasing Department shall establish an annual purchasing calendar.

6. The Purchasing Department may coordinate the return of materials received on a District purchase order at the site's/dept's request. If Purchasing coordinates the return, the site/dept must provide to Purchasing: P.O.#, item #, quantity, reason for return, indicate replacement item & price or return for credit, and prepare/store items for return.

7. The quality standard for goods and services shall be coordinated by the Purchasing Department with the advice and assistance of appropriate District staff, principals and teachers. The basic criteria in determining quality shall be:
 - a. Use of the material or equipment
 - b. Results to be obtained through its use
 - c. Required characteristics of the material and equipment to obtain the result

Additional factors are availability, standardization of product, manufacturer practices and packaging.

COMMUNICATIONS WITH VENDOR/SUPPLIER REPRESENTATIVES

1. Vendors may be represented by sales people, consultants, sales consultants, and sales-engineers or others with titles designed to indicate their qualifications and functions.
2. When schools and departments require the assistance afforded by consultants, sales consultants, sales engineers, or other technical vendor representatives, such assistance is to be requested through the Purchasing Department.
3. In meetings with sales people, anyone who is not a member of the Purchasing Department shall not commit himself/herself by implication or otherwise, or show a preference for any particular product. Staff members shall not reveal the District's source of any product, or give any information regarding performance or price which might in any way embarrass the District.
4. Communication with suppliers shall be through the Purchasing Department, except in cases where technical details make it advisable to delegate authority to others (please see exceptions noted below). In case of this exception, copies of all correspondence shall be forwarded to the Purchasing Department.

Exceptions

Maintenance, Operations & Transportation, Food Services, and Information Technology may, due to the nature of their operations, types of emergencies with which they are confronted, and technicians they employ, make direct contact with vendors, but should forward any correspondence with vendors to the Purchasing Department. Maintenance, Operations & Transportation, Food Services, and Information Technology personnel are not authorized to commit the District to any transaction involving the expenditure of funds. All such transactions require the approval and authorization through the Purchasing Department.

PURCHASING – STAFF RELATIONSHIPS

1. All purchases shall be made by, and coordinated through, the Purchasing Department.
2. Communication with suppliers regarding price and/or adjustment shall be through the Purchasing Department. Sales representatives may be permitted in operating units for the purpose of demonstrating materials, provided the approval of the Principal or Supervisor of the school/department has been secured. Such visitations should be arranged by the Purchasing Department.
3. The Purchasing Department shall strive to remain current in its knowledge of new materials and services and shall inform other departments of changes.
4. Board members, officers, employees or consultants of the District or their families shall not be interested financially in any contract/purchase order entered into by the Board. This policy shall also preclude acceptance of gratuities, financial, or otherwise, by the above persons from any supplier of materials or services to the District.
5. The Purchasing Department shall seek competent counsel from colleagues regarding matters of common interest.
6. Selection of material needed is the prerogative of each using department, however, the Purchasing Department shall have the authority to request, gain additional information regarding the quality safety, health, and economy and to substitute materials when appropriate. Disagreements over materials not meeting District criteria that cannot be reconciled between the Purchasing Department and the requisitioner will be forwarded to the Chief Business Official and the Cabinet representative. Their decision will be final.
7. Requests for rush orders and emergency orders should be held to a minimum. All such orders must go through the Purchasing Department.
8. The Purchasing Department will work with designated staff to study and recommend adoptions and revisions of specifications for materials and equipment best suited for the intended purpose. The Purchasing Department will also work with selection of supplies and equipment, when such service is required or requested.
9. District student bodies may request the services of the Purchasing Department to assist in their purchasing activity. Other District organizations, such as PTA's, etc., may request advice from the Purchasing Department.
10. Purchase of supplies, instructional materials, equipment, or services made by staff members without the approval of the Purchasing Department will be the obligation of the staff member making the purchase and would not be binding on the District. All transactions for supplies, materials, equipment, or services require a purchase order issued by the District Purchasing Department.

PURCHASING PROCEDURES

PURCHASE REQUISITIONS

All school sites and departments, when requisitioning materials and services, should use electronic requisitions utilizing the San Luis Obispo County Office of Education Financial Information System (QSS). For training of staff members in the utilization of electronic requisitioning, please contact the Purchasing Department.

Requisitions must be sent to Purchasing prior to the services or materials being ordered. After the receipt of a Requisition in the Purchasing Department, normal processing time varies with the complexity of the purchase. Routine orders for stock items can be purchased within 5 - 10 working days. More complex, specialized, or custom items may take four (4) to eight (8) weeks in order to obtain required quotations, allow for lead-time, or advertise for bids.

PURCHASE ORDERS

All requisitions for material, supplies, and services must be authorized by means of a district-approved Purchase Order.

The Purchase Order will be created from the information provided on the Requisition. The purchase order will be emailed, ordered online, or faxed to the vendor. The Purchasing Department reserves the right to change a vendor when the same or similar material may be obtained at a lower cost.

Any individual who places an order without approval from the Purchasing Department may be liable for the payment of that order. All Requisitions submitted for reimbursement of received materials and services will be the responsibility of the individual placing the order.

QUOTATIONS

Written quotations are required for services, labor, supplies, materials and equipment exceeding \$5,000.00.

PURCHASE ORDERS – STANDING/“OPEN”

A Standing/“Open” Purchase Order is prepared for school sites and departments to cover/facilitate the ongoing purchase of various inexpensive supplies and materials throughout the school year (e.g. homemaking, photography, industrial arts, maintenance, transportation) with a **specific vendor**. To create a Standing/“Open” Purchase Order, a department must provide an approved Purchase Requisition.

Standing/“Open” Purchase Orders will indicate personnel authorized to make purchases, the type of purchases to be made, and a realistic not-to-exceed amount for the entire year. It is imperative that your **receipts noted with the PO#** for purchases be turned in to Fiscal Services as soon as your items are received or purchase is made.

NEW VENDOR SET UP

If you need to enter a requisition for a new vendor, please email Fiscal Services the full vendor contact information: vendor name, address, phone#, fax#, & website. Fiscal Services will create the vendor file & notify you of the vendor # to use on your requisition.

DISTRICT CHOICE

If there are materials, equipment, supplies or services staff wishes to order, but do not have a suggested vendor or would like the Purchasing Department to obtain quotes and find the best pricing, please provide a full description of the item/service required and use vendor ID 014083, "District Choice" on the requisition. Purchasing will then contact the requester & coordinate sourcing the item/service.

CONTRACTS/AGREEMENTS

Board Policy #3312 states that all contracts between the district and outside agencies shall be prepared under the direction of the Superintendent or designee. The power to contract has been delegated to the Superintendent or the Chief Business Official. All contracts require Board of Trustees approval or ratification.

RECEIPT OF MATERIAL

All orders, other than Office Depot orders, will be shipped to the Warehouse for receiving and distribution to the school/department site.

PAYMENT OF INVOICES

The PASO ROBLES JOINT UNIFIED School District recognizes and accepts responsibility for payment of orders placed with companies through a District Purchase Order.

In accordance with Board Policy #3310/AR-1, the purchase of supplies, instructional materials, or equipment made by staff members without an approved District Purchase Order may be the obligation of the individual making the purchase, and would not be binding on the District.

If you have any questions regarding purchasing procedures, please call the Purchasing Department for further assistance. The Purchasing Staff will be glad to assist you.

RETURN OF PURCHASED MATERIAL/RMA's

Sites/Depts may handle returning items to a vendor on their own or request coordination/assistance through Purchasing. Please be advised that a vendor may assess a re-stocking fee when returning items for credit. Vendors' policies allow limited timeframes for returns of items and we must work within their timelines.

If the site/dept chooses a Purchasing coordinated return, the site/dept must provide to Purchasing the following information/documentation:

PO#, item #, quantity, reason for return, indicate replacement item & price or return for credit, prepare/store items for return.