

The duties of purchasing for board approval shall be centralized under a director of purchasing. This permits the purchasing function to be supervised by a specially trained person, and permits the setting up of uniform policies for internal and/or external purchasing affairs.

The director of purchasing shall be familiar with, and perform in all his activities within the limitations prescribed by law, legal opinions and in accordance with board policies. This is not to infer that s/he must be a legal expert, but rather that s/he should know the fundamentals and recognize the need for legal guidance.

Purchasing shall be accomplished according to the Education Code and other legal codes pertaining to purchasing.

The materials, supplies, equipment, and/or services necessary to meet operating, and in some cases, construction requirements, are procured, inspected, and expedited through the established purchasing department procedures.

The purpose of the Purchasing Department shall be to buy the suitable product; obtain within the time needed; at the best possible price; without favoritism, and from reliable sources.

If two or more equal bids or quotations are received, the award shall be made by lot drawing. The Purchasing Department shall conduct all purchase transactions for the district, unless otherwise directed by the superintendent or the assistant superintendent, business services.

Specifications governing materials are a joint responsibility of the educational and business departments. In the procurement of the required materials, the director of purchasing shall ensure that the materials procured will meet the needs of the educational program.

The director of purchasing will conduct the procurement functions in such a manner as to avoid all forms of unethical or sharp practices, and adhere to good, sound, accepted purchasing policies. S/He will keep abreast of economic conditions and be alert to market changes, maintain an efficient program, minimizing duplications of effort. S/He will solicit competent counsel from his/her colleagues, and when deemed necessary, to visit the supplier or manufacturers to become better acquainted with the products used.

The director of purchasing and all members of his/her staff will refrain from accepting any gratuities that might in any way compromise their objectivity in dealing with vendors.

It shall be recognized as unethical and improper for any district personnel to ask for merchandise without charge, or to suggest favors from a salesperson, even though the item or favor is to be used for district purposes.

Competitive bidding shall be practiced whether by formal bid, written or oral quotation. Awards will be made to the lowest responsible bidder meeting specifications.

Visits by salespersons to departments and classrooms for the purpose of making sales are to be discouraged. Should it become necessary for an instructor to seek technical advice, the Purchasing Department will make the necessary arrangements.

The director of purchasing shall have authorization to question quality and kinds of materials requested, and to make recommendations relative to health, safety, and economy, and to substitute materials when necessary.

All communications with suppliers shall be through the Purchasing Department, except in special cases where technical details make it wise to delegate authority. Copies of correspondence should, in such instances, be forwarded to the Purchasing Department.

In interviews with salespersons, no one that is not a member of the Purchasing Department shall commit himself/herself by implication or otherwise, a preference for any product, the district source of supply for any product, or give any information regarding performance or price which in any way might embarrass the district or its Purchasing Department.

The Purchasing Department shall:

Prepare and keep up-to-date a catalog of standard school supplies carried in the Stores Account (warehouse stocks) and maintain a file of current trade catalogs which shall be available to all departments on a loan basis.

Afford prompt and courteous attention to all who call on a legitimate business mission.

Cooperate with departments using the equipment and/or supplies, by working with representative committees to assist in the selection of kind and quality of materials needed.

Purchase according to an annual purchasing calendar and to take advantage of quantity and seasonal buying.

Inform all vendors that purchases made in the name of the district without an authorized purchase order, or number properly assigned, may be considered an obligation of the person who is making the purchase and not necessarily that of the district.

Strive constantly to increase its knowledge of new materials, services, sources, prices, and processes in manufacturing, and shall keep other departments informed.

Be responsible for price adjustments, for negotiations pertaining to broken or damaged freight and for merchandise to be returned to the supplier for any other reason.

Responsible for inventory of district equipment, trade-ins, and disposition of surplus property.

Legal Reference: Education Code
35160 Authority of Governing Boards
35160.1 Legislative Findings - Declaration and intent
39510-39512 Sale or lease of personal property by one district to another (or certain other agencies)
39520-39530 Sale of personal property
39643 Purchases through department of general services
39644 Duration of continuing contracts for services and supplies
39873 Purchase of perishable foodstuffs and seasonal commodities
40000 Purchase of supplies through county superintendent
40001 Purchases by district governing board
40002 Direct purchasing by district

60420 Disposal of old textbooks
60500 Determination of obsolescence
60510-60513 Donation or sales
60520-60521 Disposition of sale proceeds
60530 (Methods of) destruction

Government Code
4330-4334 Preference for California-made materials
25505 Purchasing agent may sell, etc., district personal property

Public Contracts Code
20111-20118.4 Legal bidding

Board of Trustees
June 23, 1978
Revised: August 7, 1986
Revised: November 13, 1989
Revised: February 1993
B