

# LODI UNIFIED SCHOOL DISTRICT

Policy 3310

## Business and Non-Instructional Operations

### Purchasing

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.

Purchases shall conform to the requirements of the Education Code, Public Contracts Code, and the rules and regulations of the Board of Education.

The Board of Education delegates to the Superintendent, the Assistant Superintendent, Business Services, and the Director of Accounting and Purchasing, individually, the authority to purchase necessary supplies, materials, apparatus and equipment in an amount not to exceed the dollar limits set forth in Public Contracts Code Section 20111 for each transaction.

Pursuant to the provisions of Education Code Section 39873, all vegetables, meats, and dairy products are defined as perishable commodities under the meanings of that section. Bids for these items and seasonal commodities including canned goods may be accepted in written, oral, formal or informal manner. Purchases may be made from bids or on the open market, whichever method appears to be best for the district.

The Board of Education shall award all contracts exceeding the dollar limits prescribed by Public Contracts Code Section 20111. The Superintendent, Assistant Superintendent, Business Services, or Assistant Superintendent, Facility Planning, shall act as the Board's agent in executing contractual awards relating to the acquisition, disposal, or construction of land or facilities.

All purchases shall be made by formal contract, purchase orders, or be accompanied by a receipt.

### Legal References: Education Code

- 35250 Duty to keep certain records and reports
- 39643 Purchase of supplies through department of general services
- 39656 Delegation of powers to agents; approval or ratification of contracts by governing board
- 39657 Delegation of power to agents; liability of agents
- 39873 Purchase of perishable foodstuffs and seasonal commodities
- 40000 Purchase of standard supplies and equipment

Legal References  
continued -

40001 Purchases by district governing board  
40002 Direct purchases by district  
Public Contracts Code  
20111-20112 Contracting by local agencies

Policy  
adopted: 05/11/67  
revised: 01/04/77  
revised: 05/21/85

Policy 3310

Page 3

revised: 05/20/97