

LODI UNIFIED SCHOOL DISTRICT

Rule 3310

Business and Non-Instructional Operations

Purchasing

Board Policy 3310 requires all purchases to be made centrally through the use of purchase orders issued by the purchasing department. No district employee is authorized to make purchases from vendors nor obligate the district in such without authorization from the district purchasing department. The district assumes no liability for payment of any claims not made with an authorized purchase order. Any person making an unauthorized purchase assumes full personal liability for payments.

1. Purchase Requisition

Requisitions may originate from any school district employee. All requisitions are to be signed and dated by the principal or supervisor before forwarding to the purchasing department.

2. Open Purchase Orders

A limited number of open purchase orders will be maintained with the various local vendors to cover miscellaneous small purchases of a continuing nature. Each open purchase order will specify the authorized dollar amount, authorized signatures and allowable materials to be purchased in that fiscal year.

3. Confirming Purchase Orders

Confirming purchase orders will be issued for emergency materials and/or services only.

4. Petty Cash Funds

Upon approval of the program manager, school district personnel may purchase allowable materials under \$25 from the revolving/petty cash fund. Requisitions accompanied by itemized original receipts must be submitted with the request for reimbursement to the petty cash fund.

5. Employee Reimbursements

In the event a regular purchase order cannot be issued due to an emergency, And upon prior approval from the Purchasing Department and the program manager, school district personnel may request reimbursement for the purchase of allowable district materials not to exceed \$100 per day. Those requesting reimbursement are required to submit an explanation of the emergency that led to not using the District Purchasing system.

An itemized original receipt must be submitted with the requisition request for reimbursement to the accounting department within thirty (30) working days of purchase.

6. Quotations

The purchasing department will seek written quotations from at least three vendors for purchases in excess of \$5,000 and less than the legally required bid limit.

7. Bids

The purchasing department will supervise formal bid procedures for purchases exceeding the legally required bid limit.

Rule

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