

PURCHASING

POLICY #8

April 25, 2024

1. To purchase small items – such as office supplies, auto parts, and other miscellaneous items costing less than \$1,000 – vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best price, discount, service, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.
2. To purchase items costing more than \$1,000 and up to \$20,000 quotations will be solicited from vendors and received by telephone or written quotation. Quotations will be solicited from at least two sources before selecting a supplier and processing a purchase order. The Chair of the Board of Directors or the CFO must approve purchase orders.
3. For items over \$20,000 or orders of large quantities, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation. District staff will then present written quotes to the Board of Directors for award of contract. Items on the list will be purchased from the supplier quoting the lowest prices, with an acceptable delivery date.
4. Vehicles will be purchased through the State's Contract for Fleet Vehicles, unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids in accordance with section 2.
5. This policy covers the purchase of goods, not services and not public works construction services. Those matters are addressed in other policies of the District.

Approval Signatures:

Chair, Board of Directors

Date

Secretary, Board of Directors

Date