

Purchasing Schedule Based on Amount of Purchase

January 17, 2012

AMOUNT	REQUISITION APPROVAL ⁷	BID PROCESS ⁴	BOARD APPROVAL	CONTRACT PREP (Services Only)	PURCHASE ORDER
\$1-\$9,999 ⁵	1-3 DAYS	NOT REQUIRED	NOT REQUIRED	1-2 WEEKS ⁶	1-2 DAYS AFTER REQ APPROVAL
\$10,000-\$29,999 ⁵	1-3 DAYS	INFORMAL 2 WEEKS	NOT REQUIRED	1-2 WEEKS ⁶	1-3 DAYS AFTER RECEIPT OF BIDS
\$30,000-\$99,999 ^{4, 5}	1-3 DAYS	PUBLIC BID 30 DAYS	1-30 DAYS ¹	30 DAYS ⁶	1-3 DAYS AFTER EXECUTION OF CONTRACT OR SUPERINTENDENT'S APPROVAL
\$100,000 AND ABOVE ^{2, 5}	1-3 DAYS	PUBLIC BID 30 DAYS	15-30 DAYS ³	30 DAYS (MUST BE SIGNED BY THE BOARD PRESIDENT)	1-3 DAYS AFTER EXECUTION OF CONTRACT OR BOARD APPROVAL

- 1) SUPERINTENDENT AGENDA ITEM REQUIRED FOR GOODS AND MATERIALS
- 2) BOARD AGENDA ITEM REQUIRED FOR GOODS AND MATERIALS
- 3) DETERMINED BY WHEN THE NEXT BUDGET AND FINANCE COMMITTEE AND BOARD BUSINESS MEETINGS ARE HELD AFTER THE BID PROCESS
- 4) STATE CONTRACT PURCHASES DO NOT REQUIRE A BID PROCESS
- 5) ALL SPECIAL REVENUE PURCHASE REQUISITIONS MUST BE APPROVED BY THE SPECIAL REVENUE DIRECTOR PRIOR TO SUBMITTING TO PURCHASING
- 6) MUST BE SIGNED BY THE SUPERINTENDENT.
- 7) PLEASE SUBMIT ALL SUPPORTING DOCUMENTATION WITH YOUR REQUISITION, INCLUDING BUT NOT LIMITED TO; PRICE QUOTE(S), MANUFACTURER AND MODEL NUMBERS, DETAILED DESCRIPTION AND/OR SPECIFICATIONS, AND COLOR

NOTE: ALL ITEMS TO BE SUBMITTED TO THE BOARD MUST FIRST GO TO THE BUDGET AND FINANCE COMMITTEE FOR APPROVAL.