

**CLOVIS UNIFIED
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Purchasing and Contracting****EXPENDITURES AND PURCHASES**

PURPOSE: To establish policies and procedures for the procurement of goods and services.

The Board recognizes that prudent expenditure of District funds is important. To best serve District interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the District receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

Whenever required by law, purchasing shall be done by calling for bids or quotations as applicable. The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code section 20111, beyond which a competitive bidding process is required.

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

- A. The purchase order list shall be updated on a regular basis by the Superintendent or designee and made available as attachment to prepared Board agenda items for the Board's review. The list shall be made available prior to the Board meeting at which purchase orders shall be approved or ratified by the Board.
- B. Blanket (open) purchase orders may be used with vendors for the purchase of bus parts and small items for the Custodial, Transportation and Maintenance Departments. Other departments may also request open purchase orders as needed for non-warehouse stocked items on an emergency basis. School sites may request open purchase orders for non-warehouse stocked instructional material. Open purchase orders shall be issued to cover a period of time not to exceed 12 months and shall state the maximum amount authorized. In no case may the maximum amount be exceeded. Open purchase orders will be valid through the last day of school for school sites and through June 30 for non-school sites (departments). Increases to open purchase orders may be submitted through May 15 for school sites and June 15 for non-school sites (departments).
- C. Surplus Property. The Superintendent, Associate Superintendent of Administrative Services, Assistant Superintendent of Business Services, and/or Director of Purchasing are authorized to sign for the purchase of surplus property items from the State Educational Agency for Surplus Property. The Superintendent, Associate Superintendent of Administrative Services, Assistant Superintendent of Business Services, Director of Campus Catering, and/or Director of Purchasing are authorized to sign documents for the purchase of food from the State of California sources.

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D. Purchasing Procedures and Authority. All purchases shall be made by a formal contract or a purchase order or shall be accompanied by a receipt. The Superintendent, Associate Superintendent of Administrative Services, Assistant Superintendent of Business Services, and/or Director of Purchasing are authorized to issue, approve, and sign all purchase orders. All District purchasing shall be done by the use of purchase orders or by use of a District-issued credit card pursuant to District use, restrictions, and agreements as outlined in the CUSD Credit Card Manual with authorized District cardholders and District-approved credit card issuers. Merchandise shall be delivered either directly to the District location or to the District warehouse. Under no circumstances should merchandise be delivered to the personal residence of an employee or vendor. All purchase orders shall be approved or ratified by the Board. The District will not be liable for purchases made without a purchase order. If a purchase is made on behalf of the District without an approved purchase order, payment will be the responsibility of the individual that made the request. Payment of all contracts, including consultant agreements, shall follow the procedures outlined in Board Policy No. 3312.

The signature of one of the aforementioned designees shall be authority for the payment of purchases followed by ratification by the Board.

E. Membership. Memberships to professional associations or organizations in the District's name are allowable expenses. Memberships in employee's name only are non-allowable expenses except where provided in individual employee contracts.

Adopted: 07/23/1975

Amended: 06/08/1992, 02/27/2002, 08/20/2003, 02/22/2006, 07/16/2008, 04/22/2020 (BP 8101 renumbered as BP 3300)

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by Board

17605 Delegation of authority to purchase supplies and equipment

32370-32376 Recycling paper

32435 Prohibited use of public funds, alcoholic beverages

35010 Control of District; prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of Boards

35250 Duty to keep certain records and reports

38083 Purchase of perishable foodstuffs and seasonal commodities

41010 Accounting system

41014 Requirement of budgetary accounting

GOVERNMENT CODE

4330-4334 California made materials

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PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

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