

Santa Barbara Unified School District

Administrative Regulation

AR 3310

Business and Non-Instructional Operations

PURCHASING PROCEDURES

Preferred Products

Whenever recycled products of equal fitness and quality are available at no more than the cost of nonrecycled products, the district shall purchase recycled products. The district also may give preference to the suppliers of recycled products. (Public Contract Code 12168, 12210)

Price, fitness and quality being equal, the district shall give preference to supplies manufactured, grown or produced in California, and shall next prefer supplies partially manufactured, grown or produced in California. (Government Code 4331)

When purchasing food, the district shall give preference to produce grown in the United States and/or processed in the United States insofar as this is economically feasible considering the total cost, quantity and quality of the food. (Public Contract Code 3410)

Purchase Requisitions/Purchase Orders

1. Requisitions for budget items shall originate from personnel directly responsible for their use. All purchasing requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
2. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, purchasing card or formal contract.
3. Purchase orders and other purchase obligations shall be signed by the Deputy Superintendent-Business Services or the appropriate designees.
4. The business office or other appropriate administrative entity shall verify the availability of funds and prepare purchase orders to commit the expenditures.
5. Routine purchase orders, defined below, shall be listed by number only on the purchase order report which is submitted with Board agenda. An abstract summary of non-routine purchases will show the purchase order number, vendor, amount, fund, and account classification.
 - a. Resupplying or stocking the warehouse with items previously approved at any time by the Board as stock purchases.
 - b. All approved textbooks.
 - c. All subscriptions authorized by designated principals, department or division heads, or the Superintendent.
 - d. All legal advertising, as required by the State Codes.

- e. All instructional supplies or equipment less than \$10,000 per order which are necessary for the educational program and approved by the designated principals, department or division heads, or the Superintendent.
 - f. Necessary repair parts and supplies less than \$1,000 per order for the maintenance and operation of equipment, buildings, and grounds.
 - g. Orders for telephone service changes costing less than \$500.
6. Copies of all purchase orders for the period will be available for review in the purchasing office prior to Board meetings.
7. Warrants, together with supporting documentation, will be available in the business office for review prior to Board meetings.

All purchase orders and/or contracts for repairs, additions, alterations to buildings, or equipment installed in buildings or on grounds, must have the district's approval prior to release.

All payments from funds of the district shall be made by written order of the Governing Board of the district (Education Code 42631).

In accordance with the provisions of the Education Code indicated above, a list of warrants will be submitted for Board approval prior to mailing. In the event the district Superintendent deems a purchase to be urgent, a warrant therefore may be submitted for Board ratification.

Regulation: SANTA BARBARA UNIFIED SCHOOL DISTRICT
Adopted: June 17, 2008 Santa Barbara, California