



PURCHASING REQUIREMENTS

1. Purchase of items costing less than \$1,000.00
 - Obtain one (1) quotation confirming price.

 2. Purchase of items between \$1,000.00 and \$7,000.00
 - Obtain three (3) telephone quotes
 - Name of the Company invited to quote
 - Name of person making the quotation for the company
 - Date quote was obtained
 - Use “Request Telephone Quote Form” found on purchasing website

 3. Purchase of items costing between \$7,000.00 and \$25,000.00
 - Obtain three (3) written quotations
 - Use “Request for Written Quotation Form” found on purchasing website
- OR
- Submit specifications to Purchasing Department for them to obtain written quotations
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4. Purchase of items costing over \$25,000.00
 - Submit specifications to the District Purchasing Department for formal bid process.
 - Must have Board of Education approval

 5. Construction in Schools
 - Any and all construction performed in the schools must be approved by the Administrative Director over Facilities

It is recommended to maintain documentation for five (5) years.