

Purchasing Procedures

The Purchasing Department is organized under the direction of an executive director who is responsible for the organization, operation and management of the procurement function, as follows:

1. All requests for prices or for repair service and all purchases shall be made by the Purchasing Department.
2. The Purchasing Department shall issue written purchase orders for goods purchased, and shall expedite the delivery of said purchase orders.
3. Purchases made in the name of the district without an authorized purchase order shall be considered an obligation of the person making the purchase and not an obligation of the district.
4. The Purchasing Department shall strive constantly to increase its knowledge of sources, services, materials and prices, including manufacturing processes quality and capability and shall keep other departments informed.
5. The Purchasing Department shall analyze the markets for materials and services to be purchased and to determine the most advantageous time to purchase specific materials and to be constantly alert to economic changes.
6. General specifications for required materials is the responsibility of each using department; however, the Purchasing Department may question the quality and kind of material requested and should make recommendations relative to safety, health, economy, substitute materials, considering life cycle cost analysis and guaranteed buy-back or disposal value.
7. The Purchasing Department shall not extend favoritism to any vendor. Each order shall be placed on the basis of quality, price, delivery and past performance.
8. The Purchasing Department shall conduct all necessary negotiations for adjustments on unsatisfactory material and contractual differences on labor and material contracts.
9. The Executive Director of Purchasing shall be responsible for analyzing bids and shall determine that the equipment and/or supplies selected meet the specifications. The Executive Director of Purchasing may select a product which exceeds the specifications, but its price may not exceed that of a product which meets them. All considerations should include life cycle cost of items and guaranteed buy-back or disposal value.
10. The Purchasing Department shall not assist any person in securing materials at a discount for personal use without first receiving authorization from the Governing Board.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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