

Business and Noninstructional Operations

Purchasing

The Superintendent or designee may purchase supplies, materials, equipment, and services in accordance with Board policy and administrative regulations. Such purchases shall not exceed the bid limits imposed by law.

California law prohibits the purchase of alcoholic beverages with public funds. As necessary, an employee shall refund the District for such expenditures. (Education Code 32435)

Most purchasing decisions and selections are the responsibility of school site administrators and department heads.

Everyone making purchases on behalf of the District is expected to observe certain goals and standards:

- 1) To purchase without prejudice or favoritism, seeking to obtain the maximum benefit for each tax dollar spent.
- 2) To avoid unfair practices, giving all qualified vendors an equal opportunity.
- 3) To conduct themselves with fairness and dignity and demand honesty in buying and selling.
- 4) To carry out purchasing procedures completely and promptly.