



Board Policy F-002: Purchasing Goods & Services

Purchasing Authority

The purchasing authority of the District's General Manager is limited to no more than \$10,000 without prior Board authorization.

General Manager may designate, in writing, a specific level of purchasing authority to appropriate District employees. However, it may not exceed \$5,000.

Purchase Orders

Purchase orders are required for all purchases greater than \$1,000.

Informal Bids

A minimum of three written informal bids are required for all purchases or services in any amount greater than \$5,000 and below \$10,000. The data received is to be documented on a standard spreadsheet form which states what is being bid on and shall list the company name, address, contact person, phone number, date, and bid price, including any taxes, shipping, etc. along with any other notes or pertinent information. The written informal bids shall be attached to the spreadsheet and maintained with the purchase order for the specific good or service.

Formal Bids

Formal competitive bidding procedures shall be used to procure all goods and services estimated to be over \$10,000. The District will prepare an invitation for bid or request for proposal, publicize the invitation for bid or request for proposal, bids or proposals will be submitted by prospective contractors/vendors, and the District will evaluate the bids or proposals and then award the contract.

Emergencies

In case of an emergency, General Manager has the authority to make the purchases necessary to alleviate the emergency. As soon as practical, the Board President shall be notified of such action, and a determination shall be made as to whether or not an emergency Board meeting shall be convened to deal with the emergency or if the emergency is sufficiently under control to be able to wait for the next regular meeting to authorize further expenditures.

Approval

On File

Board Secretary

On File

Board President

Reference: Board Bylaws

Last Edit: May 15, 2007