PROCEDURES FOR NON-FEDERAL PURCHASES

- All purchases need to be made from qualified vendors.

- Quotes are NOT required for Purchases under $50,000 using non-federal funding sources. However, it is strongly encouraged to do price comparisons for best value and cost savings to the District.

- Purchases that are $50,000 or more require Board approval, with the following exceptions:
  
  - Purchases made pursuant to a Board-approved interlocal contract in accordance with law,
  - Continuing or periodic purchases under a Board-approved bid or contract,
  - Purchases for produce or fuel.

- Purchases that are $50,000 and over require competitive bidding or proposals.

- Vendors that are claiming sole source status must complete and notarize the sole source affidavit on the Purchasing Department’s website.