

## **BOARD POLICY**

Placentia-Yorba Linda Unified School District

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Business & Non-Instructional Operations

3310 - BP

### **PURCHASING**

It shall be the policy of the Placentia-Yorba Linda Unified School District to obtain the needed materials, equipment or services in the specified quantity and quality for the purpose and at the time required for the lowest price from a responsible supplier. To accomplish this policy, the following purchasing objectives are established:

1. All district procurement shall be in compliance with requirements and limits established by all applicable state and Federal laws consistent with standard purchasing practices.
2. All competitive bidding shall be conducted in accordance with a written specification that defines the quantity, quality and technical requirements of the product or service to be procured in accordance with law.
3. Similar procurement functions shall be grouped to take advantage of economies of scale. Open-ended bids shall contain specific unit purchase price and total quantity limits. Any deviation from the Board approved bid shall be returned to the board for further action.
4. All purchases shall be made by formal contract or purchase orders from qualified vendors and shall be accompanied by a receipt.
5. The responsibility for purchasing shall be assigned to the Business Services Division under the direction of the Assistant Superintendent of Business Services.

Policy adopted: 4/30/79  
Policy revised: 6/14/82  
Policy revised: 5/14/84  
Policy revised: 1/13/15