

# LODI UNIFIED SCHOOL DISTRICT

## REVISION

Policy 3310

### Business and Non-Instructional Operations

#### Purchasing

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the District and that records are kept in accordance with law.

Purchases shall conform to the requirements of the Education Code, Public Contracts Code, and the rules and regulations of the Board of Education.

The Board of Education delegates to the Superintendent, the Chief Business Officer, and the Director of Purchasing, individually, the authority to purchase necessary supplies, materials, apparatus, and equipment in an amount not to exceed the dollar limits set forth in Public Contracts Code Section 20111 for each transaction.

Pursuant to the provisions of Education Code Section 39873, all vegetables, meats, and dairy products are defined as perishable commodities under the meanings of that section. Bids for these items and seasonal commodities including canned goods may be accepted in written, oral, formal or informal manner. Purchases may be made from bids or on the open market, whichever method appears to be best for the District.

The Board of Education shall award all contracts exceeding the dollar limits prescribed by Public Contracts Code Section 20111. The Superintendent, the Chief Business Officer, or Director of Facility Planning, shall act as the Board's agent in executing contractual awards relating to the acquisition, disposal, or construction of land or facilities.

All purchases shall be made by formal contract, purchase orders, or by submitting a Reimbursement Request Form to the Business Office within thirty (30) days of purchase accompanied by an original itemized receipt for the purchase of allowable District materials not to exceed \$250.00 per day.

#### Legal References: EDUCATION CODE

- 35250 Duty to keep certain records and reports
- 39643 Purchase of supplies through department of general services
- 39656 Delegation of powers to agents; approval or ratification of contracts by governing board
- 39657 Delegation of power to agents; liability of agents

39873 Purchase of perishable foodstuffs and seasonal commodities

40000 Purchase of standard supplies and equipment

40001 Purchases by district governing board

40002 Direct purchases by district

PUBLIC CONTRACTS CODE

20111-20112 Contracting by local agencies

Policy

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