

LODI UNIFIED SCHOOL DISTRICT

REVISION

Rule 3310

Business and Non-Instructional Operations

Purchasing

All purchases are to be made centrally through the use of purchase orders issued by the Purchasing Department. No ~~d~~District employee is authorized to make purchases from vendors nor obligate the ~~d~~District in such without authorization from the ~~d~~District Purchasing Department. The ~~d~~District assumes no liability for payment of any claims not made with an authorized purchase order. Any person making an unauthorized purchase assumes full personal liability for payments.

1. Purchase Requisition

Requisitions may originate from any ~~d~~District employee. All requisitions are ~~to be signed and dated by the principal or supervisor~~ **required to be approved electronically via district admin and the Budget Department** before ~~forwarding to the~~ **they are electronically reviewed by the** Purchasing Department.

2. Open Purchase Orders

~~A limited number of~~ **Open** purchase orders will be maintained with various local vendors to cover ~~miscellaneous small~~ purchases of a continuing nature. Each open purchase order will specify the authorized dollar amount, authorized signatures, and allowable materials to be purchased in that fiscal year.

3. Confirming Purchase Orders

A confirming purchase order is a purchase made without having a valid purchase order in place and is only allowable with the Superintendent or designee's approval for ~~Confirming purchase orders will be issued for~~ emergency materials and/or services only.

4. Petty Cash Funds

Upon approval of the program manager, ~~d~~District personnel may purchase allowable materials under \$25 from the revolving/petty cash fund. Requisitions accompanied by itemized original receipts must be submitted with the request for reimbursement to the petty cash fund.

5. Employee Reimbursements

In the event a regular purchase order cannot be issued, ~~d~~District personnel may request reimbursement for the purchase of allowable district materials not to exceed \$250 per day. Those requesting reimbursement are required to submit a Personal Reimbursement Request Form.

An itemized original receipt must be submitted with the Personal Reimbursement Form to the Business Office within thirty (30) days of purchase.

6. Quotations

The Purchasing Department will supervise quotations from at least three (3) vendors for purchases in excess of ~~the legally required bid limit.~~ **If the funding allows, a cooperative purchase agreement, Board approved "piggyback" contract, or Board approved sole source documentation are allowable to use in lieu of obtaining quotations. \$10,000 and less than the legally required bid limit.**

7. Bids

The Purchasing Department will supervise formal bid procedures for purchases exceeding the legally required bid limit.

8. Contracting

Current Lodi USD employees and Board Members cannot contract with Lodi USD. Former Lodi USD employees and Board Members can only contract with Lodi USD with Superintendent or designee approval.

9. P-Card

P-Cards are assigned to various school sites and departments. It is the responsibility of the school sites and departments to maintain their P-Card, purchase order(s) for their P-Card, receipts for purchases, and monthly reconciliation of their P-Card transactions. A purchase order to the vendor "P-Card" must be in place prior to using the P-Card. P-Cards should not be used to make purchases if the vendor accepts our district purchase orders. Failure to comply with all P-Card rules and regulations may result in the school site or department returning their P-Card to Business Services.

Rule

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