

## GUIDELINES

### GENERAL PURCHASE ORDERS (PURCHASE REQUISITION)

The following procedure shall be followed in submitting purchase requisitions:

1. The purchase requisition (Form No. 50730) shall be submitted from the site to the Purchasing Department after signing authorization by the site manager.
2. The description of articles requested shall be legibly entered and shall be clear and concise and leave no doubt as to the items desired. It is helpful if a known source and vendor catalog number are included in the description of items.
3. When requesting equipment, new or replacement, the room and department shall be indicated in the "Remarks" section of the requisition.
4. Should the request be for a long list of materials, such as books, the list may be typed on an 8 1/2 x 11 blank form and "books (or other applicable item description) per attached list" shall be noted on the purchase requisition. (These forms may be copied to save duplication of typing.)
5. The account number(s) in which the items are to be charged must be entered in the requisition. If more than one account is to be charged, please indicate the percentage, dollar amount or item number (i.e. 1, 2, 3) to be charged to each account.
6. It shall be the responsibility of the Director of Fiscal Services to determine whether or not a requisition is in accordance with the state classification and budget allocation. If disputes arise that cannot be arbitrated, the Assistant Superintendent – Business Services shall make the final decision.
7. Routing Instructions
  - a. Originator Copy - retained by the originator
  - b. Manager Copy - retained by the manager

The balance of the requisition set is routed to the Purchasing Department.

8. The purchase order will be generated from the purchase requisition.

GUIDE FOR SEEKING QUOTATIONS NOT REQUIRING LABOR AND MATERIALS  
(Refer to Policy and Regulations for details)

- Under \$500: Requests shall be submitted on a purchase requisition. Vendor(s) may be recommended by staff. In addition, Administrative staff may use the Cal-Card Procurement Program for any purchases under \$450.
- Between \$500 and \$4,999: Requests shall be submitted on a purchase requisition. Vendor(s) may be submitted by staff. At least three written, internet, oral, and/or telephone quotations shall be solicited. Award will be made to lowest responsible bidder.
- Between \$5,000 and Bid Limit (currently \$60,900): Requests shall be submitted on a purchase requisition. Vendor(s) may be submitted by staff. At least three written quotations shall be solicited, including Internet quotations. Award will be made to lowest responsible bidder.
- Public Contract Code Bid Limit (currently \$60,900) and above: Requests shall be made on a purchase requisition. Vendor(s) may be submitted by staff, but bids shall be advertised to other vendors per Public Contract Code. Bid bonds, cashier's check or certified check for not less than ten percent (10%) of the total bid shall be required. Award will be made to lowest responsible bidder.

GUIDE FOR SEEKING QUOTATIONS ON LABOR AND MATERIAL  
(Refer to Policy and Regulations for details)

- Between \$500 and \$14,999: Requests shall be submitted on purchase requisition. Staff may recommend vendor(s). At least three written, oral and/or telephone quotations from licensed contractors shall be solicited. Award will be made to lowest responsible bidder. For jobs over \$3,500, bonds shall be required for labor and material and/or faithful performance. Bonds shall cover 100% of contract.
- \$15,000 and above: Requests shall be submitted on purchase requisitions. Staff may recommend vendor(s), but bids shall be advertised to other vendors per Public Contract Code. Bid bonds, cashier's check or certified check for not less than ten percent (10%) of bid required. Award will be made to lowest responsible bidder. Successful bidder shall submit a labor and materials and/or faithful performance bond for 100% of the contract.