

DJ - PURCHASING

The purpose of the District purchasing policies and administrative guidelines, specifically including Policy DJ (Purchasing), Policy DJA (Purchasing Authority), and Policy DJB (Purchasing Procedures), is to provide for fair and equitable treatment of all persons or entities involved in purchasing, maximize the value of District funds, standardize the purchasing procedures, and foster full and open competition.

As used in the District purchasing policies and administrative guidelines, the term “purchase” is defined to include buying goods and/or services with cash, a check or a purchasing card, as well as signing or otherwise agreeing to a contract that purportedly obligates the District to buy goods and/or services. Purchases shall not be divided for the purpose of circumventing the limits on purchasing authority specified in this policy. Incremental purchases shall be considered in the aggregate for the school year. The Finance Department shall maintain administrative guidelines that define incremental purchases.

All purchases of goods and/or services for the District shall be made in accordance with governing law and District policies, regulations and administrative guidelines. Any purported purchase not in accord with governing law and District policies, regulations and administrative guidelines shall be voidable by the District. In addition, any violation of governing law or breach of District policy, regulations or administrative guidelines in purchasing goods and/or services may result in disciplinary action up to and including termination of employment.

A centralized Strategic Sourcing Department shall be established within the Finance Department and operated in accordance with governing law and District policies, regulations and administrative guidelines. The Department shall work cooperatively with other District departments, sites and employees to purchase properly requested goods and services. The executive director of finance or designee shall prepare and maintain up-to-date administrative procedures, guidelines and forms to facilitate the efficient and cost-effective (ac)g P6 d te-ate Tsof seof; (oo)10 (ds)4 (an)10 (d s)4 (er)7 (v)4 (i)6 (o

s for which purchase orders shall be issued for purchases of less than
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