

### GENERAL PURCHASING INFORMATION

1. All items which are not obtainable from our Stores Catalog are to be ordered by means of the District Online Purchase Requisition Form. Realizing the necessary lead time in obtaining supplies, equipment, and services, it would be most beneficial to plan ahead to ensure the items or service will be on schedule for the particular program.
2. All shipments from vendors (except furniture) must be delivered to the District Warehouse. Do not instruct vendors to deliver material direct to your school site.
3. Unauthorized purchases by staff will be an obligation of the person making the purchase and not an obligation of the District.
4. Should you require items on a 30 day approval, the Purchase Requisition procedure must be followed. This assures verification of receipt in the Warehouse and establishes an audit trail. Mark "Preview" in the description areas of the Purchase Requisition. **ITEMS RECEIVED IN THE DISTRICT WAREHOUSE WITHOUT A PURCHASE ORDER INCLUDING THOSE MARKED AS PREVIEW WILL BE RETURNED TO THE VENDOR.**
5. While the need for occasional rush purchases is recognized, the practice is discouraged. A rush request shall exist when the safety of staff or students is threatened, or when an educational function cannot continue without an item which must be procured immediately.
6. Small orders are extremely costly to the district and to vendors. Small repetitive orders should be increased in quantity and decreased in frequency.
7. Equipment purchases over \$300.00 require Board approval prior to purchase. Allow at least 3 weeks for this process. Attach a letter of justification to your Purchase Requisition. Indicate whether this is "NEW" or "REPLACEMENT" equipment.
8. **DO NOT CONTACT THE VENDOR.** If you have not received an order within 5 weeks of the date on the purchase order (allow 6-8 weeks for East coast vendors), call the Purchasing Department. Have available the Purchase Order number, Purchase Requisition number, and vendor name. Purchasing will research the order and return your call with the vendors response. You may also check the "NOTES" section of the "PURUPD" screen.
9. **ALL RETURNS MUST BE DONE WITHIN 30 DAYS OF RECEIPT.** This includes all Stores orders. Item must be in original container, unmarked and in re-saleable condition. Software that has been opened **cannot be returned.**

10. When a vendor has shipped items as specified on a Purchase Order, they have legally complied with their part of the contract and are under no obligation to accept for return or credit any of those items delivered as specified. Acceptance of a return by a vendor is by no means automatic; freight and restocking charges may be incurred. Vendors may charge a restocking fee, which can be as much as 50% of the items original cost. If you must return an item **DO NOT CONTACT THE VENDOR.** Call the Purchasing Department for pick up of the item to be returned to the District Warehouse. Put a note in the box indicating Purchase Order number and reason for return. Complete a Return of Materials Form and put it with the box to go to the District Warehouse. Terry in the District Warehouse will contact the vendor for return and exchange or cancellation.
11. It is important for staff to inspect material delivered on their orders as soon as they are delivered by the District Warehouse. The District Warehouse has no control over material once it arrives at the site and will not be responsible for shortages/damages after this time period.
12. **DO NOT** have personal purchases shipped to the District Warehouse for delivery to your site. Items received at the District Warehouse (personal or preview) without a Purchase Order will be returned to the vendor.
13. The California Education Code (Section 10410) prohibits the purchase of supplies, equipment or services from employees. Also, the section prohibits purchasing supplies, equipment or services from an entity in which a District employee holds a financial interest, is employed by that entity or is owned by that employee. This is considered conflict of interest and is subject to extreme penalties by the State.