

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Facilities
Development

Issue No: 7

Date: 3/11/02

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Reference: Public Contract Code Section
20111(a)

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.40 PURCHASING DEPARTMENT

**6.40 PURCHASING OF SUPPLIES,
EQUIPMENT, AND SERVICES**

SECTION 6.40.14 Purchasing Codes

Written Quotes

Written Quotes are required for the following purchases:

Materials: Expenditures between \$10,000 and \$21,000

Labor: Expenditures between \$5,000 and \$15,000

All Written Quotes must be assigned a quote number from the Purchasing Department. Three vendors must respond in writing **prior** to ordering. The Purchasing Department must receive copies of all backup information **prior** to approval.

Formal Bid

Under Public Contract Code 20111(a), formal bids are required for the following purchases:

Materials: Expenditures of \$58,900* and over

Labor: Expenditures of \$15,000 and over

All bids will be processed through the Purchasing Department.

All dollar amounts include sales tax, if applicable. No exceptions.

*Subject to adjustment to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchase of Goods and Services for the United States, as published by the United States Department of Commerce, for the twelve-month period ending the prior fiscal year.

Public projects must be formally bid if the total expenditure exceeds \$15,000 under Public Contract Code Sections 20111(b).