

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Facilities
Development

Issue No: 3

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ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.40 PURCHASING DEPARTMENT

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

Reference:

SECTION 6.40.3 Purchasing Practices and Staff Relationships

1. All requests for estimates of costs and the purchasing of supplies and equipment shall be made through the Purchasing Department with the exception of the Food Service, Facilities, and Transportation Departments, which are permitted to purchase supplies and equipment under the policies and procedures of the Purchasing Department.
2. Salespersons shall not be permitted in schools or departments for the purpose of making sales. If it is necessary to contact salespersons regarding details of their products, schools or departments should request such visits through the Purchasing Department. A copy of all correspondence with vendors regarding proposed purchases should be forwarded to the Purchasing Department. In the event friction begins to develop between the vendor and District personnel, the Director of Facilities Development or Assistant Director of Purchasing should be notified immediately.
3. Staff members should be careful not to commit themselves or the District to the purchase of any item when meeting with vendors.
4. Purchases made by District personnel without prior authorization from the Purchasing Department may not be paid by the District if the purchase was not properly processed or authorized. The person ordering the item may be personally liable for any commitments made to vendors caused by their actions.
5. In the interest of purchasing materials or equipment to meet health and safety requirements, District standards, or to achieve the lowest lifecycle cost, the Purchasing Department may substitute items for those requested. Originators will be notified of substitutions for major purchases prior to ordering.