

Business and Non-instructional Operations

PURCHASE OF MAINTENANCE EQUIPMENT AND SUPPLIES

The Maintenance and Operations Department is responsible for the purchase of all supplies required to maintain buildings and grounds within the District. Current District policies and procedures relating to the purchase of goods and services shall be adhered to.

Work requests shall be submitted online. Upon receipt of a work request for site repairs, Maintenance and Operations Personnel will develop the list of materials or parts required to complete the work. The list will be submitted to the Director of Facilities, Maintenance, and Operations, or designee, for approval to purchase.

When quotes for purchase of materials are required in conjunction with capital outlay work, they will be obtained by either Maintenance and Operations or the Purchasing Department. Appropriate funding shall be obtained from the site administrator.

Regulation
approved: July 23, 2019

POWAY UNIFIED SCHOOL DISTRICT
San Diego, California