

## BESD PURCHASING POLICIES - FACILITIES DEPARTMENT

PURCHASES OVER \$10,000.00 MUST BE ACQUIRED THROUGH THE OPEN BID PROCESS.

PURCHASES OVER \$ 5000.00 MUST BE ACQUIRED AFTER TWO WRITEN BIDS ARE SUBMITTED AND APPROVED BY THE FACILITIES DIRECTOR.

PURCHASES OVER \$1000.00 MUST BE ACQUIRED AFTER TWO PHONE BIDS ARE SUBMITTED ON THE PHONE BID FORM. PHONE BID FORMS ARE TO BE SUBMITTED TO THE FACILITIES DEPARTMENT SECRETARY PRIOR TO MAKING PURCHASE ARRANGEMENTS . THEY MUST ALSO BE ATTACHED TO THE WORK ORDER.

EMERGENCIES MAY BE FACILITATED OUTSIDE OF THE DISTRICT GUIDELINES UPON APPROVAL OF THE FACILITIES DIRECTOR.

FMPURCHASE ORDER NUMBERS ARE NO LONGER AVAILABLE FOR USE - INCLUDING PREVIOUSLY ISSUED NUMBERS.

### REQUISITIONS & PURCHASE ORDERS

WHENEVER POSSIBLE, PURCHASES FOR IMPROVEMENT PROJECTS SHOULD BE PLANNED IN ADVANCE AND FACILITATED THROUGH THE DISTRICT'S REQUISITION PROCESS.

REQUISITIONS AND PURCHASE ORDERS MUST BE USED FOR ALL EQUIPMENT (FIXED ASSETS) PURCHASES OVER \$ 500.00.

### CREDIT CARDS

THE CREDIT CARD PURCHASE LIMIT HAS BEEN EXTENDED TO \$1,000.00 PER PURCHASE FOR CARPENTERS, \$ 2500.00 FOR THE PLUMBER AND ELECTRICIAN. CUMMULATIVE (PER BILLING PERIOD) LIMITS HAVE BEEN AT \$2500.00 FOR CARPENTERS AND \$ 5000.00 THE PLUMBER AND ELECTRICIAN.

EMERGENCY PURCHASES MAY BE FACILITATED THROUGH THE DEPARTMENT ACCOUNT, UPON APPROVAL BY THE FACILITIES DIRECTOR.

WHERE PURCHASES ARE RELATED TO SPECIFIC PROJECTS, A COPY OF THE CREDIT CARD RECEIPT, AND ALL PACKING AND RECEIVING SLIPS, MUST BE ATTACHED TO THE WORK ORDER.

RECEIPTS FOR SUPPLY PURCHASES (ITEMS CARRIED ON TRUCKS OR STORED IN THE SHOPS FOR ONGOING AND FUTURE USE) ARE TO BE SUBMITTED TO THE DEPARTMENT SECRETARY PRIOR TO THE END OF THE BILLING PERIOD.

ALL EQUIPMENT PURCHASES OVER \$ 500.00 MUST BE REQUISITIONED - NO EXCEPTIONS WITHOUT EMERGENCY APPROVAL OF THE FACILITIES DIRECTOR.

DONOT USE CREDIT CARDS WITH VENDORS WHO HAVE OPEN ACCOUNTS.

CREDIT CARDS MAY NOT BE USED TWICE TO COVER EXPENSES THAT EXCEED THE PURCHASE LIMIT.

### OPEN ACCOUNTS

UNLESS DISTRICT BID CRITERIA IS APPLIED, OR EMERGENCY APPROVAL IS GIVEN BY THE FACILITIES DIRECTOR, OPEN ACCOUNTS ARE LIMITED TO \$1,000.00 PER PURCHASE AND \$500.00 FOR EQUIPMENT.

INVOICES, RECEIPTS, ETC., ARE TO BE SUBMITTED TO THE FACILITIES DEPARTMENT SECRETARY PRIOR TO THE END OF THE BILLING CYCLE.