

PURCHASING

MONIES HOUSED AT THE DISTRICT OFFICE

1. School secretary will issue a requisition on alio
 - Account Number - Decide which budget to use for the purchase
 - Vendor – Fill out the vendor name and mailing address {If you need help to find a vendor for your purchase, call Purchasing Dept at the District Office}
 - Description – Fill out quantity, stock number, item description, unit price and total price. Add shipping if needed
- 2 Bids
 - If the total order is over \$1,000 obtain at least two bids by phone or e-mail and add to requisition
 - If it is over \$5,000 at least two written bid sheets needs to be added to requisition
 - If purchase is over \$10,000, send all information in so formal bids can be requested
 - No bid is needed if the purchase is from a Utah State Contract, Davis Warehouse, or is a sole source
- 3 Purchase Orders
 - Requisition is processed at district office and assigned a purchase order number
 - Original copy will go to the vendor
 - When the order is received, school secretary will receive on alio
- 4 Random Purchase Orders
 - These are for emergency purchases only. Call the purchasing secretary at the District Office to get one.

If information is incomplete, requisition will be disapproved and sent back to the school

MONIES HOUSED AT THE SCHOOL

1. Purchase items with school check
- 2 Do not purchase equipment, computers, printers, whiteboards etc. with a school check. These purchases need to come to the district office on a requisition