

PURCHASING DEPARTMENT

The objective of the purchasing department is service to and for the district. To accomplish this purpose, the following fundamental functions must be fulfilled:

1. Buy the proper product for the purpose required;
2. Have the product available when needed;
3. Buy the correct amount of the product;
4. Pay a suitable price;
5. Buy without favor or prejudice.

Only district officials authorized by the Board may sign purchase orders and other purchase or contractual obligations.

The purchasing department shall:

1. Establish practical and efficient office procedures, reports, records, and systems for the proper conduct of the department.
2. Conduct or supervise all purchase transactions for the district.
3. Conduct all transactions in accordance with federal and state laws, rules, regulations, and policies of the Board.
4. Prepare and keep up-to-date a simple and standard stock catalog.
5. Act as a center of information on sources of supply.
6. Maintain a file of current trade catalogs which shall be available to all departments.
7. Coordinate with other business department functions relative to the maintenance of a system of warehouse inventory control to account for availability of equipment and supplies to ensure that sufficient materials are on hand for the proper functioning of the district.
8. Establish a purchasing calendar to consolidate orders; buy seasonal items at the appropriate time of year; and seek price benefits through proper timing and quantity buying.
9. Arrange for the disposal of all surplus, obsolete, or scrap materials, as authorized by the Board.

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