

FINANCIAL SERVICES
Purchasing and Supply
School Procurement System

This policy supersedes Policy 7440.1

I. PURPOSE

To ensure that material requirements of the educational programs are satisfied on a timely basis and in an efficient and economical manner.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. The title and reference of the title has been revised throughout this policy.
- B. Sections III. and IV. have been revised for clarity for the reader.
- C. Section V. has been revised for clarity for the reader and the title for the document used to equip schools was changed to Guidelines for Equipping Schools.

III. ORGANIZATION

The school procurement system shall consist of those organizations and facilities concerned with the purchase, inventory management, storage, and distribution of supplies and equipment, regardless of type.

IV. TYPES OF SUPPLIES

The supplies and equipment involved shall include materials procured as initial issue, replenishment, or replacement, and shall include repair parts and consumables as well as non-consumables.

V. GUIDELINES

Guidelines for Equipping Schools is a document published to reflect approved standardized requirements that identify items considered adequate in terms of quality. However, since local conditions may make it desirable to deviate from prescribed types and quantities, the *Guidelines for Equipping Schools* shall not be used to limit the items furnished; deviations shall be reviewed and approved by the Division Superintendent or his or her designated representatives.

VI. RESPONSIBILITIES

The Division Superintendent shall be responsible for administering the school procurement system and developing policies and procedures for the use and care of items of supply and equipment. The Division Superintendent shall obtain advice as to material requirements for particular programs from departments having primary responsibility for the administration of those programs and shall honor requests not in conflict with legal or ethical restrictions on purchasing procedures.

Policy
Adopted: July 1, 1986
Corrected: September 24, 2001
Revised: December 7, 2001
Revised: July 15, 2008