JORDAN SCHOOL DISTRICT
PURCHASING GUIDELINES
EFFECTIVE 05/01/2018
DISTRICT FUNDS OR SCHOOL FUNDS

LEVEL I
$0 to $1,999
a. Buy from district warehouse first (if available).
b. District bids or state contracts should be used.
c. Two quotes are required for a single item with a unit price of $1,001 - $1,999.
d. Direct purchase by department with P CARD OR NPO OR PURCHASE ORDER.
e. Purchases may NOT be divided in order to avoid the next purchasing level.
f. One quote by phone or email is required at this level to generate a requisition. Please add in the notes in Skyward, name and date the quote was received.

LEVEL II
$2,000 to $9,999
a. District bids or state contracts should be used.
b. Three telephone quotes entered in non-printed comments of electronic purchase order system. Purchasing will assist if needed.
c. Equipment $2,000 and higher, plus items on the exception list are to be recorded with the Fixed Asset Department. Equipment under $5,000 (single item) can be purchased using a supply account.
d. Purchases may NOT be divided in order to avoid the next purchasing level.

No NPO’s or P Cards on this level.

LEVEL III
$10,000 TO $49,999
a. District bids or state contracts should be used.
b. Three written quotes must be attached in the electronic purchase order system, with the company name, representative name and date.
c. Purchases $10,000 and greater must be approved by the Chief Procurement Officer whether they are paid by a school check or through Skyward.
d. Purchases may NOT be divided in order to avoid the next purchasing level.

No NPO’s or P Cards on this level.

LEVEL IV
$50,000 and Above
a. Formal bid or contract by the Purchasing Department.
b. State contracts can be used.
c. Purchases $50,000 and greater approved by the Board of Education prior to purchase, whether they are paid by a school check or through Skyward.

No NPO’s or P Cards on this level