

**JORDAN SCHOOL DISTRICT  
PURCHASING GUIDELINES  
EFFECTIVE 08/31/2017  
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 \$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 is required at this level.

**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 by Purchasing entered in non-printed comments of electronic purchase order system.
- 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 by Purchasing Department.
- b. District bids or state contracts should 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**