

JORDAN SCHOOL DISTRICT
PURCHASING GUIDELINES
for
SMALL PURCHASES
Effective 2\9\2010

DISTRICT FUNDS or SCHOOL FUNDS

LEVEL I*
\$0 to \$1,999

- a. Buy from District warehouse first.
- b. District bids or state contracts should be used.
- c. Direct purchase by department with NPO OR P.O.
- d. Purchases may not be divided in order to avoid the next level.

LEVEL II*
\$2,000 to \$9,999

- a. Buy from District warehouse first.
- b. District bids or state contracts should be used.
- c. Three telephone quotes by school entered in non-printed comments of electronic P.O. system. Purchasing will assist if needed.
- d. Equipment \$2,000 and higher, plus items on the exception list are to be recorded with the Fixed Asset Department.**
- e. Purchases may not be divided in order to avoid the next level.

No NPO's on this level

LEVEL III*
\$10,000 to \$49,999

- a. Buy from District warehouse first.
- b. District bids or state contracts should be used.
- c. Three written quotes by Purchasing, entered in non-printed comments of electronic P.O. system.
- d. \$10,000 purchases and greater must be approved by the Chief Procurement Officer.
- e. Purchases may not be divided in order to avoid the next level.

No NPO's on this level

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LEVEL IV*
\$50,000 and Above

- a. Formal bid by Purchasing Department.
- b. District bids or state contracts should be used.
- c. \$50,000 purchases and greater approved by Board of Education prior to purchase.

No NPO's on this level

* Purchases must be compatible with the installed base. All computer equipment subject to review by Director of Information Systems. All music equipment subject to review by Curriculum Music Consultant.

** Tracking does not determine whether or not it is a fixed asset. Even though it's not tracked, equipment still needs to be charged to an equipment code.