



Purchasing Guidelines Cheat Sheet

- All thresholds are based on annual and district wide totals.
- No goods or services can be purchased without a Purchase Order
- All bids must go through the Purchasing Department
- All Contracts must be Board approved
- Single item purchases over \$499 (including tax) must be purchased with a Purchase Order to be flagged as a Fixed Asset
- Student devices (i.e. Chromebook) will also be marked as Fixed Assets for tracking purposes

Component (Definition)	Bid Limits as of January 2023 \$109,300.00(this is adjusted annually)
<p>Equipment, Materials, Supplies 20111(a) Includes: computer hardware, office equipment, athletic equipment, furniture, or vehicles</p> <p>Exception: Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks and Instructional computer software package.</p>	<p>Goods purchases \geq \$20,000 requires 3 quotes</p> <p>Goods purchases \geq \$109,300 (Bid Limit) requires formal bidding processes</p>
<p>Professional Services 20111 Includes: financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained, experienced, and competent perform the special services required. Exception: Special services and advice under Government Code section 53060.</p>	<p>\geq \$109,300 (Bid Limit) requires formal bidding processes</p>
<p>Maintenance</p> <p>Routine, recurring and usual work for preservation or protection of any publicly owned, publicly operated facility for its intended purpose. Includes minor and routine repairs, landscape, and minor repainting</p>	<p>\$15,000 - \$24,999 Requires a PWC-100 and 3 quotes</p>
<p>Public Projects Work</p> <p>Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and any repair work involving publicly owned leased, operated facility.</p>	<p>\$25,000 - \$59,999 Requires 3 quotes, performance and payment bonds, and a PWC-100.</p> <p>\$60,000 - \$199,999 Requires the informal bidding process</p> <p>\$200,000 + Requires the formal bidding process</p>
<p>Time limits on Continuing Contracts: (Education Code Section 17596)</p> <p>Goods-----</p> <p>Services-----</p>	<p>3 years</p> <p>5 years</p>