

Purchasing Guidelines Flowchart

Bid Thresholds are annual and District wide
(Bid Thresholds updated annually)

Fixed Assets are single item purchases over \$499 (tax included) and all student devices (i.e. Chromebooks)

No goods or services can be purchased without a signed Purchase Order (P.O.)

All Bids are required to be run through Purchasing.

Goods:
Includes, but not limited to, supplies, computer hardware, office equipment, athletic equipment, furniture, vehicles, etc.

Professional Service:
Financial, Economic, Accounting, Engineering, Legal, or Administrative

Construction Services
Is the project new construction, alteration, installation, demolition or repair?

Related items purchased over \$20,000?

Is the service a architectural and engineering service?

Requires RFP processes

Maintenance
Routine, recurring and usual work for the preservation or protection of any publicly owned, publicly operated facility for its intended purpose. (Includes, but not limited to, minor and routine repairs, landscape, and minor repainting)

Public Works
Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and any repair work involving publicly owned, leased, or operated facilities.

Related items purchaed over \$109,300 (Bid Limit)?

Professional Service Contract over \$109,300 (Bid Limit)?

Is the project under \$15,000?

Is the project under \$25,000?

Requirements: Formal Bid is required

Requirements: 3 quotes

Requirements: Formal Bid is required

Requirements: Board Approval

Requirements: 3 quotes

Requirements: 3 quotes PWC-100

Requirements: 3 quotes

Is the project under \$60,000?

Is the project under \$175,000?

Informal Bidding Required

Formal Bidding Required

Requirements: 3 quotes Performance & Payment Bonds PWC-100