

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?

All services must be Board Approved

NO YES

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 purchased over \$99,100 (Bid Limit-annual adj)

Requirements: one quote

Professional Service Contract over \$99,100 (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: Agenda Item Cover Sheet & Signed Agreement

Requirements: 3 quotes

Requirements: 3 quotes PWC-100

Requirements: 3 quotes

Is the project under \$60,000?

Requirements: 3 quotes Performance & Payment Bonds PWC-100

Is the project under \$199,000?

Informal Bidding Required

Formal Bidding Required

