



POLICY TITLE: Purchasing Policy
POLICY NUMBER: 2135

2135.1 To purchase small items — such as office supplies, auto parts, and other miscellaneous items costing less than \$2,500— vendors will be asked to submit pricing information digitally, by telephone or written quotation. District accounts are then awarded to those firms that provide the best price, discount, service, etc. Price must be known before purchase. The District Manager has the authority to make these purchases within the approved budget.

2135.2 To purchase items costing more than \$2,500 and up to \$20,000, quotations will be solicited from vendors and received digitally, telephone or written quotation. Quotations will be solicited from at least two sources before selecting a supplier and processing a purchase order. The District Manager has the authority to make these purchases within the approved budget.

2135.3 For items over \$20,000 and/ or items not included in the District budget, District Manager will acquire board approval.