

# Purchasing Protocol

Presented to the Committee of the Whole  
Tuesday, April 2, 2024

# Procurement Procedures for a Purchase Order

1. After it is determined that an item is needed and is approved for purchase, an email with the item information is submitted to the department clerical.
2. The clerical then creates a purchase requisition with the appropriate budget code that is submitted for proper approval depending on the amount.
3. Once it is approved, it's processed by the Purchasing Coordinator and emailed to the vendor and requisitioner.
4. When the item is received in-house the requisitioner makes note so when Accounts Payable receives the invoice and asks if they can pay it, they can answer appropriately. If such email is received from AP and the items have not arrived in-house, they do not respond to pay it.

# Procurement Procedure for Contracts

- The decision to use a bid, quote, or RFP for contracts is determined by the *Uniform Municipal Contracting Law* based on the dollar amount.

\$25,000 or less - Open market of at least two quotes (when practical)

\$25,000 - \$175,000 - Sealed bids or direct negotiation, two quotes or more whenever possible

Over \$175,000 - Sealed bids, must be advertised publicly and subject to specialized requirements of the governmental subdivision

# Procurement Procedure for Contracts

- After the criteria is determined and quotes or the opening of the sealed bids are obtained, a decision is made based on best price and what requirements are met.
- Based on the dollar amount, the awarded company is notified and rejection letters are sent or a letter of memorandum is written to present to the school board for approval signature, date, stamped.
- All information is on file in the Office of Purchasing

**Questions | Comments | Concerns?**



**Thank you!**