

BUSINESS

Purchasing – Policy Statements

The Department of Business Services shall develop and maintain appropriate procedures for the expenditures of funds at Berryessa Union School District, including the purchasing of all goods and services from authorized vendors and contractors.

Purchasing Authority

Purchasing is a branch of the Department of Business Services. Under the management of the Assistant Superintendent of Business Services, it acquires goods and services for the District.

The Board delegates authority to the Superintendent, Assistant Superintendent of Business Services to enter into contracts on behalf of the District. In their absence, the Superintendent may delegate this authority to the Assistant Superintendent of Personnel Services or Assistant Superintendent of Educational Services. The Superintendent or Assistant Superintendent of Business Services have the authority to delegate the authorization of the procurement function of purchasing to individuals who may represent the District in the placement of orders for materials and services. Only authorized personnel may make financial commitments on behalf of the District. The District will hold any unauthorized personnel making such commitments personally liable for those commitments.

The Department of Business Services shall submit a listing of all purchase orders and contracts for services regularly to the Board of Trustees for ratification, approval, or review, as appropriate. Business Services shall make all authorized disbursements in a timely manner to take advantage of trade discounts and maintain good vendor relationships.

Purchasing Guidelines

The Superintendent and Assistant Superintendent of Business Services are authorized to enter into contracts for the purchase of services, materials, equipment, and supplies on behalf of the District. Any District contract for an amount greater than the dollar limitations provided in Public Contract Code Section 20111 shall go out to the public bid, unless a bidding exception applies. No contract shall be valid or enforceable against the District unless it has been approved or ratified by a majority vote of the Board of Trustees.

However, purchases of supplies, materials, apparatus, equipment, or services for amounts under the dollar limitations provided in Public Contract Code Section 20111 need not be approved or ratified by a majority vote of the Board: such purchases need only be reviewed by the Board at least every sixty (60) days.

In addition to acquiring goods and services for the District, Purchasing is also responsible for other related duties such as:

- Conducting public bids for purchase of services, materials, equipment, and supplies exceeding the limitations set forth in the Public Contract Code Sections 20110.
- Securing contract services for rentals, repairs, lease purchases, and maintenance

- requirements.
- Maintaining the warehouse stock inventory.
- Receiving and distributing all goods acquired by the District.

Purchasing Code of Ethics

Purchasing shall seek the best values available, and shall secure the maximum benefit for each dollar expended.

Purchasing shall cooperate with trade and industrial associations as well as public and private agencies engaged in the promotion and development of sound business methods.

Purchasing shall decline personal gifts or gratuities which might in any way influence the acquisition of materials.

Purchasing shall grant all competitive bidders equal consideration and review each transaction on its own merits.

Purchasing shall foster and promote fair and ethical and legal trade practices.

Purchasing shall not split contracts for the purpose of avoiding the competitive bidding requirements.

Legal References: California Education Code
Sections: 35230-231, 35233, 35272, 39330-333,. 39512, 39525,
39601, 39643, 39644, 39649.5, 39651, 39654,39656-659, 39802-
805, 39873, 39891, 39900,40001-03, 400011 - 13, 42634-639,
60000, et. seq.
Public Contract Code Sections 20110-20116
District Board Policies 3220 and 3230

Policy Adopted:	May 25, 1972
Revised Policy Adopted:	October 23, 1984
Revised Policy Adopted:	May 25, 1993
Revised Policy Adopted:	January 19, 1999
Revised Policy Adopted:	December 7, 2004
Revised Policy Adopted:	September 12, 2006