

**Director Springer is revising this one.**

**POLICY TITLE: Purchasing**

**POLICY NUMBER: 3080**

**3080.1** To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500 District Staff will shop stores, catalogues and websites for the best available price, including charges for shipping.

**3080.2** To purchase items costing more than \$500 and up to \$25,000, quotations will be solicited from vendors and received by Email or US mail, preferably from two or more sources, prior to selecting a preferred supplier and processing a purchase order. The General Manager/Treasurer and TreasurerSecretary must approve purchase orders for an amount greater than \$500.00 and the Board of Directors must approve purchase orders for an amount greater than \$5,000.00.

**3080.3** For items over \$25,000 or large quantity orders, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation to the Board of Directors for award of contract. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

**3080.4** Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively from local sources by competitive bids.

3080.5 Approvals are indicated by signatures and dates of General Manager/Treasurer and/or Secretary.

3080.6 Purchase documents will include the reason for the purchase.

*Revised, Approved and Adopted ~~April 22, 2014~~October 24, 2023*

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