

Downey Unified School District

ADMINISTRATIVE SERVICES

PURCHASING OF SUPPLIES – BOARD APPROVAL

AR 6362

The Board of Education must approve all purchases over \$20,000 prior to the placement of an order.

The Purchasing Department may make routine purchases in amounts not to exceed \$19,999 to meet current demands of various departments. "Routine Purchases" shall be defined as:

1. Re-supplying and stocking the Warehouse with items previously approved at any time by the Board as stock purchases.
2. All instructional supplies necessary for the educational program and approved by the appropriate administrator.
3. All textbooks.
4. All foodstuffs for cafeteria use.
5. Necessary repair parts and supplies for the maintenance of District equipment, buildings, and grounds.
6. Authorized subscriptions.
7. Routine legal advertising as required by the Public Contract Code.

Routine Purchase Orders, as defined above, shall be listed by number only on the summary of purchases which is provided to all Board members.

Payments in advance of receipt of order may be made for the following purposes:

1. When there is a cost savings or discount.
2. When it is required by the vendor, consultant, or contractor prior to the rendering of services or supplies.