



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2400

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CATEGORY: **Fiscal Management, Purchasing**

EFFECTIVE: **1-29-62**

SUBJECT: **Purchasing, Supply, and Distribution System**

REVISED: **7-21-2000**

A. PURPOSE AND SCOPE

1. To outline the procedures and responsibilities applying to the district purchasing, supply, and distribution system.
2. **Related Procedures:**
 - Employment diversity program,
 - contractors and vendors 0116
 - District contracts 1570
 - Stock supplies and materials 2410
 - Nonstock supplies, materials, and services 2415
 - Lease-purchase of equipment (or lease with option to purchase) 2425
 - Charge purchase of foodstuffs for instructional and project use 2430
 - Instructional materials and equipment at Instructional Media Center 4555
 - General maintenance of buildings, grounds, and equipment 5200
 - Movable equipment inventory and/or transfer 5340
 - Servicing and repair of office machines 5350
 - Printing services 5607

B. LEGAL AND POLICY BASIS

1. **References:** Board policy: A-6000, D-1000, D-2000, D-5000, D-6000, D-6700, F-5300, G-4000, K-6500; Public Contract Code Sections 20111, 20112.
2. **Federal Procurement Regulations.** Contracts for supplies, equipment, construction, and other services whose cost is borne in whole or in part by the federal government are subject to federal procurement standards (Procedure 1570).
3. Purchases of construction services from one supplier which are expected to exceed \$10,000 and purchases of services, equipment, supplies, and materials from one supplier which are expected to exceed \$54,900 during any one fiscal year are subject to the district's contractors and vendors employment diversity program policy (Procedure 0116).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Procurement and Distribution Department, Business Services Division, Administrative/Operational Support.

2. **Definitions**

- a. **Capital outlay:** The acquisition of fixed assets, or addition to fixed assets, including the improvements of grounds, construction or remodeling of buildings, addition to buildings, or initial and additional equipment.
- b. **Capital Equipment:** Physical property other than land, buildings, or improvement to either of these, that costs more than \$500 and has *all* three characteristics listed below:
 - (1) Nonconsumable, with normal service life in excess of two years.
 - (2) Retains original shape and appearance with use.
 - (3) Not easily broken, damaged, or lost in normal use, and more economical to repair than to replace.
- c. **Supplies:** All items listed in the district's standard stock catalog and nonstock items which are accessible through the on-line ordering system; items *not* listed in the catalog and/or on-line ordering system will be considered "supplies" if they have any *one* of the characteristics listed below:
 - (1) Consumable, with a normal service life of *less* than two years.
 - (2) Loses its original shape and appearance with use.
 - (3) Easily broken, damaged, or lost in normal use, and more feasible to replace than to repair.
 - (4) Inexpensive (\$500 or less per unit).
- d. **Stock system:** Central system for items purchased and stored in district warehouses for subsequent issue by stores invoices.
- e. **Nonstock purchase order system:** System used for obtaining supplies and equipment not available through the stock system.
- f. **Instructional materials system:** Central system for obtaining audiovisual items, library books, supplies, and equipment ordered, received, stored, distributed, and redistributed at the Instructional Media Center (IMC).

- g. **Services:** Activities necessary for the continued operation of a program and not normally furnished through the Maintenance and Operations Department, Business Services Division, Administrative/Operational Support.
- 3. **Compliance with Bid and Contract Laws and Procurement Regulations.** The Chief Administrative Officer or the Procurement and Distribution Manager is responsible for compliance with bid and contract laws for the acquisition of equipment, supplies, and related services and for apprising the Board of Education, prior to advertising for bids, when unusual circumstances or controversial issues are involved.
- 4. **Prohibited Purchases.** Certain purchases are prohibited by law and/or district policy (Procedure 2415).
- 5. **Purchases from Schools.** The district may purchase equipment, supplies, and services offered by schools provided the following criteria are met:
 - a. Products and/or services are offered through a duly established work experience program.
 - b. Equipment and supplies manufactured or services rendered are not economically available from established commercial vendors or from an established district department (e.g., bookcases produced by the Maintenance and Operations Department) as determined by the Procurement and Distribution Department.
 - c. Specifications/standards applicable to commercial vendors are met.
 - d. Equipment, supplies, and services are provided at “cost.”

Normal purchasing procedures shall be used whether items are purchased for replenishment of stock or the acquisition of nonstock. Schools bill or invoice the district in the normal manner; payment is made by normal district procedures.

D. IMPLEMENTATION (See C.)

E. FORMS AND AUXILIARY REFERENCES

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F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education