

SECTION 2.02 – ALLOWABLE PURCHASING METHODS

Contact: Purchasing @ Extension 4180

A. Overview

The purchase of goods and services with district funds shall be made for the purpose of furthering the educational mission of the district. All goods and services purchased with district funds become the property of the district.

There are various methods available for the acquisition of goods and services including purchase requisition/purchase order, procurement card, imprest checking account and various reimbursement processes. This section will define the limitation for each as well as which process is required/recommended for a specific purchase.

All purchases made with district funds must be delivered to a district business address unless prior approval is obtained from the procurement supervisor.

B. References

[Section 2.03](#) – Electronic Purchase Order Process

[Section 2.04](#) – Procurement Cards

[Section 2.05](#) – Imprest Checking Accounts

[Section 2.06](#) – Reimbursement Vouchers

[Policy/Procedure 6210](#) – Authorization and Control

[Policy/Procedure 6220](#) – Bids & Contracts

C. Prohibited Purchases

The use of district funds is not allowable under certain circumstances, including, but not limited to:

- Purchasing gifts, including gift certificates, and gift cards
- Purchasing personal items or services
- Donations to charities
- Purchasing alcoholic beverages, tobacco, or illegal substances
- Purchasing items from district employees or relatives, except as allowed under special circumstances – preapproval by purchasing required.

D. Allowable Purchasing Methods

The matrix on the following page has been created to guide in selection of an appropriate purchasing method for a given purchase. For specific requirements pertaining to each purchase refer to [Section 2.03](#) for purchase orders, [2.04](#) for procurement cards, [2.05](#) for imprest checking accounts and [2.06](#) for reimbursement vouchers. See Section 6 for specific requirements for fixed assets and theft sensitive furniture and equipment with associated inventory requirements.

Purchase Description	Electronic Purchase Order	Procurement Card	Imprest Checking Account	Reimbursement Vouchers	Statement of Travel Expenses
Supply Orders Over \$2000 in value	Recommend (3)	Allowed (3)	No	No	No
Between \$200 and \$2000	Allowed (3)	Recommend (3)	No	No	No
Between \$25 and \$200	Allowed (3)	Recommend (3)	No	Allowed	No
Between \$0 and \$25	Allowed	Recommend	Allowed	With Imprest Account	No
Furniture/Equip. Single Item Over \$2000 in value	Recommend (3) & (5)	Allowed (3) & (4) & (5)	No	No	No
Between \$200 and \$2000	Allowed (5)	Recommend (4) & (5)	No	No	No
Between \$25 and \$200	Allowed (5)	Recommend (5)	No	Allowed (5)	No
Between \$0 and \$25	Allowed	Recommend	Allowed	With Imprest Account	No
Textbook Adoption	Required (6)	No	No	No	No
Support, Resource, Reference, or other books	Recommend (6)	Recommend (6)	Allowed (6)	Allowed (6)	No
Subscription	Recommend	Allowed	Allowed	No	No
Large Software Purchase	Required (7)	No	No	No	No
Small Software Purchase	Recommend (7)	Allowed (7)	Allowed (7)	Allowed (7)	No
Field Trip Admissions	Recommend	Allowed	No(9)	No(9)	No(9)
Contractual Services	Required	No	No	No	No
Public Works (Construction)	Required (2)	No	No	No	No
Travel Expenses (except meals)	Allowed	Recommend	No	No	Recommend
In District Travel Mileage	No (1)	No (1)	No (1)	No (1)	No (1)
Food and Beverages to Support Instruction (Classroom Use)	Recommend	Allowed	Allowed	Allowed	No
Food and Beverages purchased by Food and Nutritional Services	Recommend	Allowed	Allowed	Allowed	No
Food and Beverages for Administrative and Community Meetings	Allowed (8)	Allowed (8)	Allowed (8)	Allowed (8)	No
Payment to Employees for Services (Stipends, OT, etc.)	No (10)	No (10)	No (10)	No (10)	No

Footnotes

1. In district travel mileage shall be reimbursed via Web forms or paper mileage forms.
2. All work, construction, alteration, repair, or improvement of district buildings shall be administrated by either the maintenance department or the facilities and planning department and coordinated through purchasing Administrative approval is required for expenditure of building or department budgets (except maintenance or facilities and planning departments)
3. Subject to purchasing laws as defined in [Section 2.01](#)
4. Contact purchasing to tag and inventory "theft sensitive"
5. Verify district standards for technology and audiovisual purchases with information systems and technology
6. Verify district curriculum standards with curriculum and assessment
7. Verify district software standards information systems and technology
8. Restrictions per [Section 1.02](#)
9. Some incidental field trips expenses may be reimbursed under this method
10. Contact human resources