

CANYONS

School District

PURCHASING GUIDELINES for SMALL PURCHASES

Effective 7/1/09

DISTRICT FUNDS or SCHOOL FUNDS

LEVEL I*

\$0 TO \$1,999

1. Buy from District Warehouse first.
2. District bids or state contracts should be used.
3. Direct purchase by department with NPO, PO, or Purchasing Card.
4. Purchases may not be divided in order to avoid the next level.

LEVEL II*

\$2,000 TO \$9,999

1. Buy from District Warehouse first.
2. District bids or state contracts should be used.
3. Three telephone quotes required. Quotes by schools or Purchasing can be entered as an attachment or note in Skyward.
4. Equipment \$2,000 and higher, plus items on the exception list, are to be recorded with the Fixed Asset Department.**
5. Purchases may not be divided in order to avoid the next level.

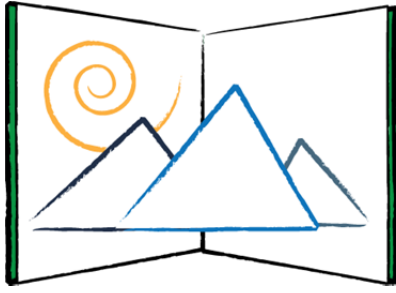
NO NPO'S ON THIS LEVEL

LEVEL III*

\$10,000 TO \$29,999†

1. Buy from District Warehouse first.
2. District Bids or state contracts should be used.
3. Three written†† quotes by Purchasing, entered as an attachment or note in Skyward.
4. Purchases may not be divided in order to avoid the next level.

NO NPO'S ON THIS LEVEL



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LEVEL IV*

\$30,000 and above

1. Formal bid by Purchasing Department.
2. District bids or state contracts should be used.
3. \$50,000 purchases and greater approved by Board of Education prior to purchase.

NO NPO'S ON THIS LEVEL

*Purchases must be compatible with the installed base. All computer equipment is subject to review by Director of Information Technology. All music equipment is subject to review by Evidence Based Learning Music Specialist.

**Tracking does not determine whether or not it is a fixed asset. Even though it's not tracked, equipment still needs to be charged to an equipment code.

†\$20,000 purchases and greater must be approved by the Chief Procurement Officer.

††Please keep your written copies for audit purposes.