

CANYONS

School District

PURCHASING THRESHOLD GUIDELINES Effective 7/1/16

DISTRICT FUNDS or SCHOOL FUNDS

LEVEL I
\$0 TO \$1,000

1. Buy from District Warehouse first.
2. District bids or state contracts should be used.
3. Competition not required, however recommended. Direct purchase with Purchasing Card or NPO or School Check.
4. Purchases may not be divided in order to avoid the next level.

LEVEL II - COMPETITION REQUIRED
\$1,000.01 TO \$5,000

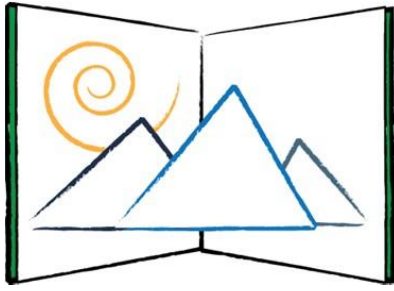
1. Buy from District Warehouse first.
2. District bids or state contracts should be used.
3. A) Departments to enter a Skyward requisition with or without quotes attached. Two (2) written competitive *quotes required
B) Schools if making purchase from school checking account MUST maintain quote documentation. ** Two (2) written competitive *quotes required.
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 at this level

LEVEL III – DISTRICT PURCHASING
\$5,000.01 TO \$50,000

1. Entered as a requisition on Skyward.
2. District Bids or state contracts should be used.
3. Purchases may not be divided in order to avoid the next level.

No NPO's at this level



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LEVEL IV – DISTRICT PURCHASING

\$50,000.01 and above

1. Formal bid by Purchasing Department.
2. District bids or state contracts should be used.
3. Purchases greater than \$50,000 MUST be approved by the District Chief Procurement Officer.
4. Purchases greater than \$80,000 MUST be approved by Board of Education prior to purchase.

No NPO's at this level

All computer equipment is reviewed by Information Technology. All music equipment is subject to review by Instructional Supports Learning Music Specialist.

*Definition of competitive quotes – Telephone call or email. Internet pricing is NOT acceptable. We recommend that you request that vendor(s) restate their telephone quote in an email.

**Please keep your written copies for audit purposes.

***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.