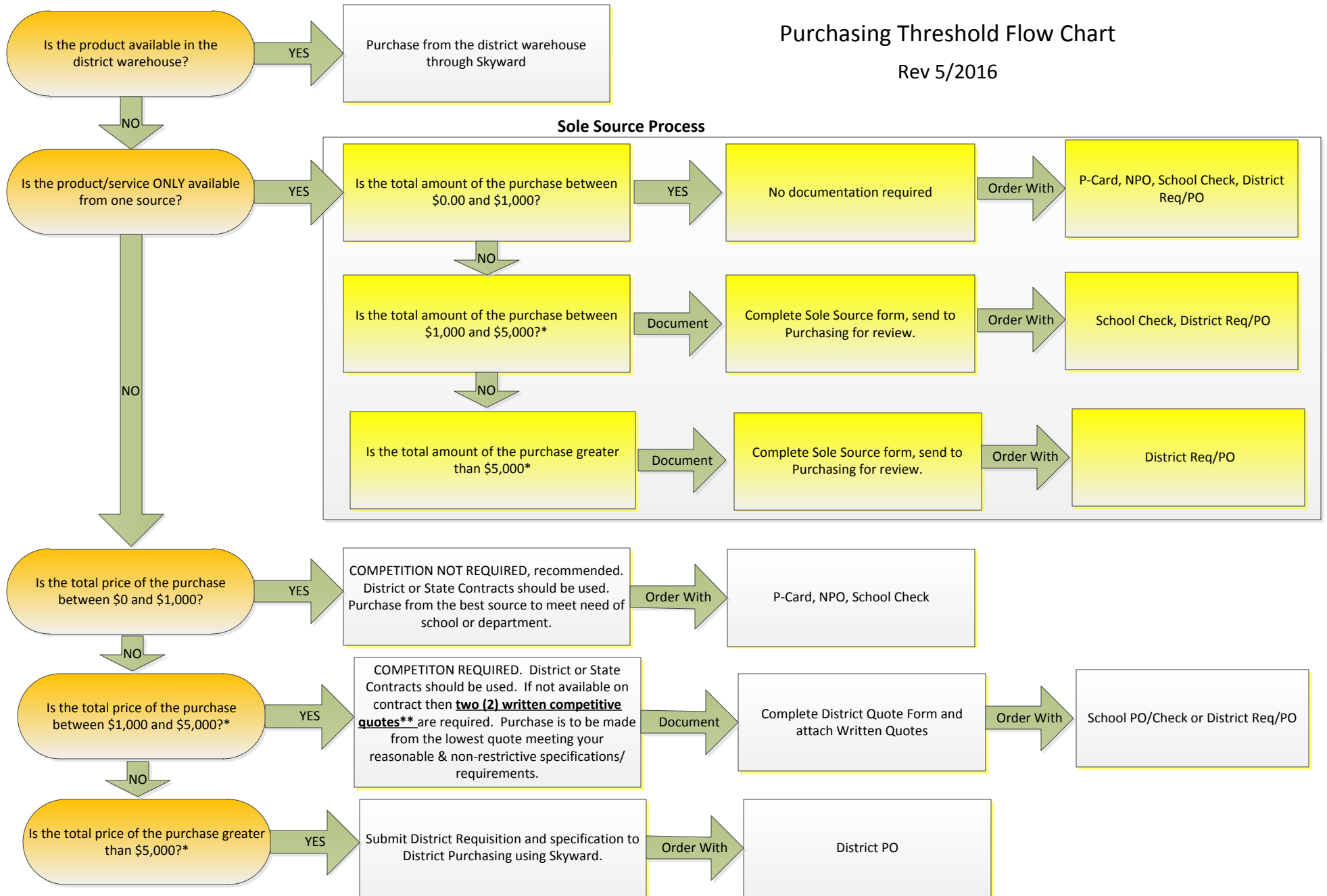


# CANYONS SCHOOL DISTRICT

## Purchasing Threshold Flow Chart

Rev 5/2016



\*Unlawful to intentionally or knowingly divide a procurement into 2 or more smaller procurements.

\*\*During the quotation process, **DO NOT** disclose any information, pricing and the like – **violation of the law**. Recommended that you request that vendors restate their telephone quote in an email. Definition of a valid quote: Telephone call or email – Internet pricing is **NOT** acceptable. Remember-specs & delivery dates must be reasonable & not restrictive. Ask for delivery charge(s). The Central Warehouse catalog is available on the Purchasing and Warehouse web pages – [www.canyonsdistrict.org](http://www.canyonsdistrict.org). District and state contracts can be found on the Purchasing web page. Documents referred to can be found on Purchasing web page.