



## PURCHASING GUIDELINES

Guidelines Updated September 1, 2024

### **DISTRICT FUNDS or SCHOOL FUNDS**

#### **LEVEL I**

**Total purchase up to -\$0 TO \$5,000**

1. Buy from District Warehouse first - if available.
2. District or state contracts should be used - if applicable.
3. Competition not required, however recommended. Direct purchase with a Purchasing Card (PCard), NPO or School Check.
4. If entering a requisition, one (1) quote must be attached.
5. Purchases may **NOT** be divided in order to avoid the next level.

#### **LEVEL II - COMPETITION REQUIRED**

**Total purchase of \$5,000 TO \$15,000**

1. Buy from District Warehouse first - if available.
2. District or state contracts should be used - if applicable.
3. Schools/Departments to enter a Skyward requisition. Minimum of two (2) written competitive \*quotes are required. Attach to the requisition.
4. Purchases may **NOT** be divided in order to avoid the next level.
5. Purchasing involvement is required at this level.

No Pcard or NPO's at this level

#### **LEVEL III – DISTRICT PURCHASING**

**Total purchase of \$15,000 TO \$50,000**

1. District or state contracts should be used - if applicable.
2. Schools/Departments to enter a Skyward requisition. Minimum of three (3) written competitive \*quotes are required. Attach to the requisition.
3. Purchases \$50,000 and greater **MUST** be approved by the District Chief Procurement Officer, Director of Purchasing, prior to the purchase.
4. Purchases may **NOT** be divided in order to avoid the next level.
5. Purchasing involvement is required at this level.

No Pcard or NPO's at this level



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#### **LEVEL IV – DISTRICT PURCHASING** **Total purchase of \$50,000 and above**

1. Formal solicitation **MUST** be conducted by the Purchasing Department.
2. District or state contracts should be used - if applicable.
3. Purchases greater than \$80,000 **MUST** be approved by the Board of Education prior to ordering or initiating a purchase with the vendor.

### No NPO's at this level

All computer equipment is to be reviewed by Information Technology and must be approved prior to purchase.  
[Technology Purchasing – Canyons School District](#)

All Curriculum is reviewed by Instructional Supports and must be approved prior to purchase.  
[instructionalmaterials.canyonsdistrict.org/#/ViewMaterials](https://instructionalmaterials.canyonsdistrict.org/#/ViewMaterials)  
<https://canyons.app.learnplatform.com>

All music equipment is subject to review by Instructional Supports Learning Music Specialists.

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