



## **DJ - PURCHASING**

As used in this policy, the term “purchase” is defined to include buying goods and/or services with cash, a check or a purchasing card, as well as signing or otherwise agreeing to a contract that purportedly obligates the District to buy goods and/or services.

All purchases of goods and/or services for the District shall be made in accordance with governing law and District policies, regulations and administrative guidelines. Any purported purchase not in accord with governing law and District policies, regulations and administrative guidelines shall be voidable by the District. In addition, any violation of governing law or breach of District policy, regulations or administrative guidelines in purchasing goods and/or services may result in disciplinary action up to and including termination of employment.

A centralized Purchasing and Materials Management Department shall be established and operated in accordance with governing law and District policies, regulations and administrative guidelines. The Department shall work cooperatively with other District departments, sites and employees to purchase properly requested goods and services. The purchasing and materials manager shall prepare and maintain up-to-date administrative procedures, guidelines and forms to facilitate the efficient and cost-effective purchase of such goods and services.

For all purchases of goods and/or services of \$5,000 or more, a purchase order shall be issued together with either the District’s standard written purchase order terms and conditions or a separate written contract. All such purchase orders shall be maintained by the Purchasing and Materials Management Department, together with the standard written purchase order terms and conditions or separate written contract associated with each purchase order.

The purchasing and materials manager shall maintain an up-to-date list of goods and/or services for which purchase orders shall be issued for purchases of less than \$5,000. All such purchase orders shall be maintained by the Purchasing and Materials Management Department. Neither the District’s standard written purchase order terms and conditions nor a separate written contract is required for purchases of goods and/or services of less than \$5,000.

Employees making purchases for the District shall strive to obtain the best possible terms and conditions, price, quality, warranty/guarantee, support and overall value with respect to the goods and services purchased. When this requirement cannot be adequately met for a purchase of goods and/or services of \$5,000 or more through use of the District’s standard written purchase order terms and conditions, the responsible employee shall instead use a written contract drafted specifically for that purchase. The

total purchase price shall reflect the District's exemption from sales taxes to the extent authorized by law.

The purchasing and materials manager shall have authority to enter into cooperative purchasing agreements with other governmental entities and execute contracts under such agreements, provided that such cooperative purchasing is deemed to be in the best interest of the District, and provided that the cooperative procurement methods and procedures are not incompatible with District policies and regulations.

Goods and/or services to be purchased with grant monies may require special management, accounting or procedures in the procurement process. Departments, sites and employees responsible for administering a grant under which such purchases may be made shall notify the Purchasing and Materials Management Department and provide relevant information upon receipt of the grant, and shall work cooperatively with the Department to ensure that all purchases are made in compliance with the grant's terms and conditions.

Requests by members of the public to inspect and copy documents related to District purchases, including price quotes, competitive bids and competitive proposals, shall be handled in accordance with the terms and procedures specified in the Colorado Open Records Act.

Adopted by Superintendent: May 14, 2007  
Revised by Superintendent: March 21, 2016

**CROSS REFS:**

DJA, Purchasing Authority

DJB, Purchasing Procedures

DJC, Petty Cash

DJG/DJGA, Vendor Relations, Sales Calls and Demonstrations

FE, Construction Projects and Contracting Procedures

FEAA, Construction Project Prequalification