



DJ - PURCHASING

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

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. The total purchase price shall reflect the District's exemption from sales taxes to the extent authorized by law. All purchases (except construction contracts and purchases of professional services) shall be subject to the terms and conditions on the District's purchase order form, unless other terms and conditions are approved in advance by the superintendent, controller or purchasing and materials manager.

A centralized purchasing and materials management department shall be established and operated in accordance with governing law and District policies and regulations. The department shall work cooperatively with 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.

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

CROSS REFS:

DJA, Purchasing Authority

DJB, Purchasing Procedures

DJC, Petty Cash

DJG/DJGA, Vendor Relations, Sales Calls and Demonstrations