



# **Poudre School District**

## **DJ – PURCHASING AND CONTRACTING**

The purpose of the District's purchasing and contracting policies and administrative guidelines, specifically including Policy DJ -- Purchasing and Contracting; Policy DJA -- Purchasing Authority, Methods, and Thresholds; and Policy DJB - Contracting, is to:

- provide for fair and equitable treatment of all persons or entities involved in purchasing;
- maximize the value of District funds;
- standardize the purchasing procedures; and
- foster full and open competition.

### **Definitions and General Provisions**

As used in the District's purchasing and contracting policies and administrative guidelines, the term "purchase" is defined as an exchange transaction that results in payment for goods and/or services by the District and includes signing or otherwise agreeing to a contract that purportedly obligates the District to buy goods and/or services.

Purchases shall not be divided for the sole purpose of circumventing the limits on purchasing authority specified in District policy. The Finance Department shall maintain administrative guidelines that define when incremental purchases must be considered in the aggregate for the school year.

All purchases of goods and/or services for the District shall be made in accordance with governing law, District policies, and administrative guidelines. Any purchase not in accordance with governing law, District policies, regulations and administrative guidelines shall be voidable by the District and wholly without effect, and shall not be binding upon the District in any manner. In addition, any violation of governing law or breach of District policy or administrative guidelines in purchasing goods and/or services may result in disciplinary action up to and including termination of employment. Employees may be held personally responsible for such purchases made in violation of governing law, District policies, and administrative guidelines.

### **Finance Department Responsibilities/Role**

The Finance Department shall work cooperatively with other District departments, schools, sites, and employees to facilitate the purchase of properly requested goods and services. The Finance Department's role is to facilitate the District's compliance with the District's purchasing and contracting policies and administrative guidelines. The chief finance officer or designee shall develop and maintain up-to-date administrative

procedures, guidelines, and forms to facilitate the efficient and cost-effective purchase of such goods and/or services.

### **Purchase Considerations**

Purchases shall be made in consideration of obtaining the best possible terms and conditions, price, quality, warranty/guarantee, support, and overall value with respect to the goods and/or services purchased. The total purchase price shall reflect the District's exemption from sales taxes to the extent authorized by law.

### **Grant-Funded Purchases**

Goods and/or services to be purchased with grant monies may require special management, accounting, or procedures in the procurement process. Departments, schools, or sites responsible for administering a grant under which such purchases may be made shall notify the Finance Department and provide relevant information upon receipt of the grant. The Finance Department shall work cooperatively with the department, school, or site to ensure that all purchases are made in compliance with the grant's terms and conditions and District Policy DDA – Federal Procurement and Fiscal Requirements.

### **Public Records**

Requests by members of the public to inspect and copy records related to District purchases, including price quotes, competitive bids and competitive proposals, shall be handled in accordance with the Colorado Open Records Act (CORA) and District Policy KDB – Public Inspection and Copying of District Records.

Adopted by Superintendent: May 14, 2007

Revised by Superintendent: March 21, 2016

Adopted by Board: February 12, 2019

Revised by Board: December 8, 2020

Revised by Board: May 13, 2025, effective July 1, 2025

#### **CROSS REFERENCES:**

DDA – Federal Procurement and Fiscal Requirements

DJA - Purchasing Authority, Methods, and Thresholds

DJB - Contracting

DJC - Petty Cash

DJG/DJGA - Vendor Relations, Sales Calls and Demonstrations

FE - Construction Projects and Contracting Procedures

FEAA - Construction Project Prequalification

KDB - Public Inspection and Copying of District Records