

**FULLERTON SCHOOL DISTRICT
BUSINESS SERVICES DIVISION**

Date: August 18, 2010
To: Office Managers and Clerks
From: Ron Mullins
Supervisor of Purchasing and Stores
Subject: **Purchasing Policy**

In an effort to ensure the best use of public dollars the District spends, the following procedure was implemented in the 1998/99 school year to demonstrate prudent purchasing.

Purchase requisitions that involve the purchase of a single item for less than \$500, and greater than \$100, will require two price quotes from different vendors. Single item purchases over \$500 require three price quotes. **Additional quotes will not be required for a single item with a value of \$100 or less.** This should help ensure a good price, but the additional quoting may also cause a delay in the order and subsequent delivery of the item(s). **If you would like Ron Mullins or Bette Crider in the Purchasing Department to obtain these quotes, enter "best vendor" in the vendor space provided on the purchase requisition, or select the vendor code V2201634 (best vendor) on the BiTech system.** If you have a specific vendor you wish included in the quoting process, enter "best vendor/specific vendor name" in the vendor space provided on the purchase requisition, or type the vendor name in the description area.

If there are any questions regarding this policy, please call me at extension 846.

cc: Gary Cardinale
Kathi Carroll
Bette Crider
Mark Douglas
Mitch Hovey
Janet Morey