
Spalding Community Service District

POLICY HANDBOOK

POLICY TITLE: Purchasing
POLICY NUMBER: 3150

3150.1 To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500 – the best price for the items will be sought. For items \$501 - \$2,500, vendors will be asked to submit pricing information by telephone or written quotation. If solicited by phone, the verbal estimate will be written down by the person making the phone call indicating the vendor, item and price. District accounts are then awarded to those firms that provide the best prices, discounts, etc. At least three quotes will be received prior to purchase. Acquisitions are processed after invoice is received with verbal or written approval of the General Manager. **NO PURCHASE ORDER REQUIRED.**

3150.1.1 Local firms may be allowed a 5% preference margin where items are available from multiple sources [a "local" is described as a vendor whose business is within the greater Susanville/Lassen County region].

3150.2 To purchase items costing more than \$2,501 and up to \$5,000, quotations will be solicited from vendors and received by telephone, fax or mail, preferably from three or more sources, prior to selecting a preferred supplier and processing a purchase order. The Board must approve and sign the purchase orders prior to purchase. Purchase orders must be accompanied by written estimates from the three or more sources. If solicited by phone, the verbal estimate will be written down by the person making the phone call indicating the vendor, item and price. **PURCHASE ORDER REQUIRED**

3150.3 For items over \$5,001 or large quantity orders, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation to the Board of Directors for award of contract. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date. **PURCHASE ORDER AND/OR CONTRACT REQUIRED**

3150.4 Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids in accordance with section 3150.1.1. **PURCHASE ORDER AND/OR CONTRACT REQUIRED**