

Expenditures and Purchases

The Solano County Office of Education (SCOE) recognizes its fiduciary responsibility to oversee the prudent expenditure of its funds. To best serve SCOE's interests, the County Superintendent (Superintendent) or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure SCOE receives maximum value for items purchased. The Superintendent shall ensure that records of expenditures and purchases are maintained in accordance with law.

Expending Authority

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which Cabinet must review and the Superintendent will decide the best next step (e.g., bid, no bid, etc.). SCOE shall not recognize obligations incurred contrary to administrative policy and regulations.

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer.

SCOE funds shall not be expended for the purchase of alcoholic beverages.

Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the department ordering them at the most economical price consistent with SCOE purchasing practices. The following factors shall be considered when determining the most economical purchase price:

1. Maintenance costs
2. Replacement costs
3. Warranties/Guarantees
4. Return policies
5. Trade-in values

When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in SCOE schools and buildings.

The Superintendent or designee(s) is authorized to issue and sign purchase orders and shall be responsible for maintaining inventory control. The standard designees are the Associate Superintendent of Administrative Services & Operations, and the Director of Internal Business Services. These designees, along with the Director of Facilities, Maintenance, Operations, & Transportation, are also authorized to initiate and conduct bidding processes. Each of these can designate this authority to additional people in writing (e.g., email, etc.). Such writing shall specify the timeframe that an individual has been designated with this authority.

Cabinet will review positions responsible for all purchasing activities, requisitioning, ordering, and receiving at the beginning of each fiscal year. Such positions will be reconciled with the financial system business workflow.

Policy 3300 (Continued)

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. To eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. The Superintendent, or designee, shall ensure that the "open" purchase order system details a maximum purchase amount and the types of items that can be purchased under this order.

Legal Reference:

EDUCATION CODE

1276 Duties, Responsibilities, and General Powers

32435 Prohibited use of public funds, alcoholic beverages

GOVERNMENT CODE

4330-4334 California made materials

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Policy Cross-Reference:

6161.1 Selection and Evaluation of Instructional Materials

3312 Contracts

3314.2 Revolving Funds

3350 Travel Expenses

3511.1 Integrated Waste Management