

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 3000 – BUSINESS AND NONINSTRUCTIONAL OPERATIONS

**Policy 3300.1**

**Purchasing Goods and/or Services**

The Solano County Office of Education (SCOE) uses a formal, electronic purchase order system to request goods and/or services. A purchase order specifies the goods and/or services required and provides special instructions to assist the vendor in effectively and efficiently providing the requested goods and/or services. Internal Business Services issues purchase orders after available budget authorizations have been verified. All purchases require prior authorization through the use of a purchase order requisition. Purchases made in advance of a purchase order being issued may become the financial responsibility of the employee who made the purchase.

**Procedures**

1. Employee obtains necessary pricing information, including any shipping or handling charges that might affect the total price.
2. Employee creates purchase order requisition in the electronic purchase order system.
3. Employee submits requisition for electronic approval. The requisition will follow the approval path designated per the business rules governing the type of purchase being made.
4. Once the requisition has been fully approved, a purchase order, or equivalent, will be created.

Policy Cross-Reference:

- 3300 Expenditures and Purchases
- 3314 Payment for Goods and Services
- 3314.3 Using a SCOE Credit Card