

**Purchasing Procedures, Guides and Orders**

The Board of Education and Superintendent support the following concepts in purchasing and expect employees responsible for making purchases on behalf of the Humboldt County Office of Education:

1. To regard public service as a sacred trust, giving primary consideration to the interests of the school system by which they are employed;
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended;
3. To avoid unfair practices, giving qualified vendors an equal opportunity;
4. To respect their obligations and to require that obligations to the Office of Education be respected;
5. To accord vendor representatives courteous treatment;
6. To strive constantly for improvement in purchasing methods and the quality of materials bought;
7. To counsel and assist fellow purchasing agents in the performance of their duties, whenever occasion permits;
8. To conduct themselves with fairness and dignity, and to demand honesty and truth in buying and selling;
9. To cooperate with all organizations and individuals engaged in enhancing the development and standing of the purchasing profession;
10. To remember that their actions reflect on the Office of Education and to govern their actions accordingly.

The Superintendent/designee, as appropriate, shall approve the purchases of goods and services of the Office of Education.

The Business Office shall process all purchase transactions for the Office of Education.

**Ordering Goods and Services (Purchase Orders)**

The purchase order is the official document authorizing a vendor to provide supplies, equipment, or services.

Pre-numbered purchase orders shall be used. A copy of each purchase order shall be maintained in numerical sequence.

All purchase orders shall be subject to review and approval by the appropriate administrator or the officer to whom authority may be delegated.

Purchase of supplies, equipment, etc., made by staff members without a purchase order approved by the Business Office may not be paid for by the Office of Education.

## **Business and Noninstructional Operations**

## **Board Policy 3310 (b)**

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

35250 Duty to keep certain records and reports

GOVERNMENT CODE

4331 Preference to supplies manufactured or produced in state

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

12168 Preference for recycled paper products

12210 Purchase of recycled products

Policy

Adopted: October 21, 1987

Revised: November 13, 2003

October 12, 2005

**HUMBOLDT COUNTY OFFICE OF EDUCATION**

Eureka, California