

CHAPTER 2

DUTIES AND RESPONSIBILITIES

2-1 PURCHASING DEPARTMENT

The duties and responsibilities of the Purchasing Department include, but are not limited to, the following:

- A. To purchase all supplies, equipment, and services needed by all schools and departments.
- B. To purchase capital improvement construction projects as needed by all schools and departments.
- C. To study market trends, review current developments, literature and technical sources of information and interview vendors to determine source of supplies.
- D. To determine the proper and most effective purchasing method for the required supplies, equipment and services to take maximum advantage of competitive bidding, volume discounts and special pricing agreements.
- E. To prepare, in conjunction with the schools and departments, complete specifications in order to release an Invitation to Bid (bid) or Request for Proposal (RFP), for the required supplies, equipment and services.
- F. To receive, open, tabulate, evaluate and recommend bids and requests for proposals that are in the best interest of the District.
- G. To issue purchase orders, contracts or negotiated contracts.
- H. To participate in contract review with Contract Administrator and Contract Manager.
- I. To administer requests for emergency purchases and sole source purchases in accordance with Policy 6.14.
- J. To track expenditures against all bids, requests for proposals and contracts to ensure that the amount of purchase orders released does not exceed the estimated amount approved by the Board in accordance with Policy 6.14.
- K. To coordinate and maintain all files and records as required by Board Policy.
- L. To maintain and operate the District Supply and Redistribution Warehouse and Mail Services.
- M. To help the Schools and Departments purchase supplies, equipment and services the Purchasing Department will periodically release Purchasing Bulletins that contain relevant information. This information may include, but not be limited to, contract number, vendor name, vendor contact person, contract term, prices, etc. These bulletins are posted on the Outlook Public Folders in the Bulletins folder, the Purchasing web page or you may request a paper copy through the appropriate Purchasing Agent.

Purchasing Manual – Chapter 2

2-2 PRINCIPALS AND DEPARTMENT HEADS:

The duties and responsibilities of the Principals and Department Heads include, but are not limited to, the following:

- A. To train all personnel involved in the purchasing process in the implementation of the procedures of this manual. Purchasing Staff will be available to assist in this area.
- B. To insure that only authorized items and services are requisitioned and/or purchased.
- C. To insure that supplies, materials and equipment are not requested or accumulated beyond actual needs.
- D. To receive supplies and materials in a timely manner to insure prompt payment.

2-3 ALL DISTRICT PERSONNEL:

Conservation, preventive maintenance, safeguarding, recovery, repair and salvage of supplies and equipment are the responsibility of all District personnel.