



Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 3300

SUBJECT: Expenditures and Purchases

CATEGORY: Business and Non-Instructional Operations

EFFECTIVE: 1/23/23

RESPONSIBLE OFFICE(S): Business Services, Purchasing Department

REVIEWED: 1/13/23, 1/20/23

SCOPE:

The purpose of Administrative Regulation 3300 is to allow purchases to be made in a timely and organized manner that provides for essential accountability of District expenditures. These regulations ensure that all purchases are to be done as economically as possible and within the accepted standards of Board Policy and all applicable laws and codes.

PROCEDURES AND GENERAL INFORMATION:

Personnel with purchasing responsibilities shall:

1. Exert every effort to obtain the maximum value for each dollar expended.
2. Comply with all applicable provisions of State and Federal laws governing school District purchasing.
3. Establish specifications that are descriptive of materials desired and that are sufficiently broad to promote competitive bidding yet provide for the quality desired by the school District and as required by law.
4. Publicly open advertised bids at the prescribed time and place.
5. Attract and develop a group of responsible bidders able to offer the best prices consistent with quality, delivery, and service.
6. Serve the best interest of the school District in all transactions.
7. Exert efforts to give all bidders and equal opportunity to qualify for school business.
8. Purchase without favor or prejudice.
9. Conduct all purchasing transactions in a businesslike manner.
10. Avoid all conflicts of interest.
11. Acquire usable material through the Federal Surplus Property Act.
12. Purchase locally when consistent with the policies listed herein.
13. Participate in cooperative purchasing with other governmental agencies when consistent with the policies listed herein.

Purchasing and Stores Responsibilities:

1. Prepare and keep up to date a catalog listing all standard supplies. The catalog shall promote and will be built around the principles of simplification and standardization.
2. Maintain a file of current trade catalogs which shall be available to all departments.



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3. Maintain a system of warehouse inventory control to account for available materials, equipment, and supplies.
4. Expedite the disposal of all surplus, obsolete, or scrap material.
5. Maintain a current list of CUPCCAA Vendors for all trades.

Authority to Purchase

Only authorized individuals appointed by the Board of Education may financially obligate the Santa Ana Unified School District. Obligations made in the name of the District by an individual that has not been appointed by the Board to obligate the District shall be considered an obligation of the person entering into the obligation and not an obligation of the District.

Expenditures

The following types of expenditures are *prohibited*:

1. Payments to individuals and other employees
2. Any expenditure that constitutes a gift of public funds (see below for further guidance)
3. Alcohol
4. Cash advances/loans
5. Gambling
6. Any insurance coverage that replicates District insurance

Court costs, fines, bail, or bond payments

Personal expenses - expenditures for any type of personal benefit. E.g. gifts, gift cards, maintenance, or fuel for personal vehicles (even if the personal vehicle is used for District business), etc.

7. Any other payments that conflict with federal, state, or local regulations, or District policy.

The following types of expenditures are *regulated* and have additional guidelines to be met prior to purchase:

1. Purchases of food/beverages for meetings: Food/beverage can be provided within the following guidelines as long as the purchases are reasonable and necessary:
 - a. Beverages/light snacks (i.e., chips, cookies, granola bars, etc.) can be provided for parent meetings, trainings, or professional development events of less than 4 hours in duration.
 - b. Food and beverages can be provided for meeting, trainings, or professional development events of 4 hours or more in duration that extend over a regular meal period.
2. Software licenses – must have prior approval from the Purchasing Department.
3. Rental or lease of facilities or equipment - must have prior approval from the Purchasing Department.
4. Capital equipment - must have prior approval from the Purchasing Department
5. Communication equipment and technology - must have prior approval from the Purchasing Department.
6. Consultant and contract services - must have prior approval from Purchasing Department.
7. Gift cards, vouchers, etc. - must run through Accounting Department prior to purchase for justification of “public purpose” and to obtain proper logs and guidance.
8. Items that are District standards and/or on contract with the Purchasing Department:
 - a. Computers, monitors, misc. technology
 - b. Televisions, DVD players, and all other audio-visual equipment
 - c. All furniture purchases



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d. Textbooks/Items that have not been Board adopted

Appropriate Use of Public Funds

All funds received by the District are considered public funds and must be used to support the educational mission of the District. The best test to use when determining whether the expenditure is appropriate is called the "public scrutiny test." The test is simple and merely asks whether the tax-paying public would view the expenditure as necessary to support public education. Common unallowable expenditures: gifts, charitable donations, awards, staff appreciation, etc. In certain circumstances, some of these items may be allowable as long as they are in compliance with federal, state, and local regulations and District Policy.

Preferred Products

Whenever recycled products of equal fitness and quality are available at no more than the cost of non-recycled products, the District shall purchase recycled products. The District also may give preference to the suppliers of recycled products.

Price, fitness, and quality being equal, the District may give preference to supplies manufactured, grown or produced in California, and shall next prefer supplies partially manufactured, grown, or produced in California.

When purchasing food, the District shall give preference to produce grown in the United States and/or processed in the United States insofar as this is economically feasible considering the total cost, quantity, and quality of the food.

Competitive Solicitations

The Board of Education is restricted by California State Law on how much money can be spent by the District for the entire year on materials, supplies, and services before having to go out for competitive solicitation.

A bid limit for the year applies to any specific item, class of items, and/or services of a similar nature, purchased by the District in the entire year. This bid limit restriction applies to the entire District and not by school or location. Bid splitting to circumvent the law is prohibited.

There are exceptions to the bid limit restriction. The Purchasing Department will be able to provide a listing of these exceptions.

Quotations

All requisitions should include an attachment with the description, including specification and price of the items to be purchased.

All expenditures up to \$5,000 will require one quote before placing an order.

All expenditures up to \$10,000 require two (2) quotes, and \$10,001 up to applicable bid limits require three quotes to be obtained before an order is placed.

If it is not reasonable for multiple bids to be obtained, then a sole source justification must be provided for the materials, supplies or services.

All Facilities-related requisitions should include a District-generated scope of work attachment which includes a description, and specifications, a detailed proposal, and price of the items to be purchased.



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All expenditures up to \$5,000 per proposal will require a minimum of one (1) quote before placing an order.

All expenditures over \$5001 and up to \$10,000 applicable bid limits require two (2) quotes before placing an order.

All expenditures over \$10,001 and up to \$60,000 require a minimum of three (3) quotes before placing an order. Capital projects over \$60,000 up to \$200,000 must use the CUPCAA Bid/Quote process (elsewhere defined).

If it is not reasonable for multiple bids to be obtained, then a sole source justification must be provided for the materials, supplies or services.



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Professional Services/Professional Consultants

All professional services and consultant contracts must be approved by the Board of Education. Contracts exceeding \$25,000 must be approved by the Board with an Agenda Item Backup Sheet, prior to work commencing.

Action for Non-Compliance

Any employee who incurs expenses on behalf of the District, contrary to District policy, shall remain personally liable for payments due as a result of such unauthorized purchase, and may be subject to disciplinary action, up to and including termination.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

BP 3300 – Expenditures and Purchases

Legal Reference:

Public Contract Code 12168, 12210

Public Contract Code 3410

California Government Code 4331

California Government Code 8314

California Constitution Article XVI, Section 6

Education Code 44015