

## **SANTA ANA UNIFIED SCHOOL DISTRICT**

**BP 3300 (a)**

### Business and Noninstructional Operations

#### Expenditures and Purchases

The Superintendent or designee shall maintain effective purchasing procedures to ensure that maximum value is received for money spent by the District and that records are kept in accordance with law. To avoid conflict of interest, any District employee is prohibited from having any personal financial interest in any contract or purchase made by them or by any board or body of which they are members; this applies to personal financial interest and that of family members. Furthermore, it is a crime for a public employee to influence the award of a contract in which he/she has an economic interest. (Government Code 1090) (cf. 3316 - Ethical Standards for Board Members and Employees) (cf. 9270 - Conflict of Interest)

#### Expenditure Authority

The Superintendent or designee may purchase supplies, materials, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. (cf. 3310 - Purchasing Procedures) (cf. 3311 - Bids) (cf. 3312 - Contracts)

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only in an amount sufficient to cover the purchase is available in the budget for transfer by the Governing Board. (cf. 3100 - Budget) (cf. 3110 - Transfer of Funds)

All transactions entered into by the Superintendent or designee on behalf of the Board shall be reviewed by the Board within 60 days. (Education Code 17605)

No District funds shall be expended for the purchase of alcoholic beverages. (Education Code 32435)

All expenditures entered into by the Superintendent or designees on behalf of the Board shall be reasonable, allowable and documented.

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

#### Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. (cf. 3314.2 - Revolving Funds) (cf. 3440 - Inventories)

All purchases shall be made by formal contract or purchase orders from qualified vendors and shall be accompanied by a receipt. (cf. 3300 - Expenditures/Expending Authority) (cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

17604	Delegation of powers to agents; liability of agents
17605	Delegation of authority to purchase supplies and equipment
32435	Prohibited use of public funds
35010	Control of district; prescription and enforcement of rules
35035	Powers and duties of superintendent
35250	Duty to keep certain records and reports
38083	Purchase of perishable foodstuffs and seasonal commodities
41010	Accounting system
41014	Requirement of budgetary accounting

GOVERNMENT CODE

1090	Prohibitions applicable to specified officers
4331	Preference to supplies manufactured or produced in state

PUBLIC CONTRACT CODE

3410	U.S. produce and processed foods
20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder