



***Washoe County School District***

Every Child, By Name And Face, To Graduation

# Purchasing Department Administrative Manual (AM 3325)

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**Non-Discrimination Statement:** Washoe County School District ("District") is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation, and retaliation.

***Disclaimer:*** *This manual may contain references to Board Policy, Administrative Regulations, and other documents pertaining to the rules and regulations of the District. The District reserves the right to revise any of these documents. To verify the current version of any of these documents, please check the District's Board of Trustees Board Policy Online website at [www.wcsdpolicy.net](http://www.wcsdpolicy.net).*

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### **PURCHASING DEPARTMENT'S MISSION STATEMENT**

The Purchasing Department of the Washoe County School District recognizes and embraces its responsibility to provide the highest level of support with continuous effort for improvement to schools, departments, and sites in accordance with federal, state, and local statutes and regulations.

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### **ENVIRONMENTAL PREFERABLE PURCHASING STATEMENT**

Washoe County School District's Purchasing Department embraces the responsibility for environmentally preferable purchasing (EPP). To support the effort of EPP, the Purchasing Department will give preference to environmentally superior products where quality, function, and cost are equal or better. In addition, when practical, the Purchasing Department will seek opportunities to increase sustainable and recycled product sourcing.

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## I. ORGANIZATION AND DEPARTMENT

### A. Authorization for Procurement

Washoe County School District ("District") is responsible for public primary and secondary education in Washoe County, which includes the Reno/Sparks metropolitan area, Incline Village, and other outlying areas. There are approximately 62,000 children attending over 100 hundred schools throughout the District.

The District's Purchasing Department's activities are centralized under the immediate supervision of the Director of Procurement & Contracts. The District's procurement practices are governed by policies and regulations from the District's Board of Trustees and conducted in compliance with Nevada Revised Statutes ("NRS") Chapters 332 and 338, in accordance with the interpretations of law as specified by authorized legal counsel.

### B. Responsibility and Objectives

It is the responsibility of the Director of Procurement & Contracts to establish standards of quality consistent with the principles of obtaining the best quality, delivery, timeliness, appropriate product(s), and price from vendors, suppliers, and contractors.

To achieve this goal, the Purchasing Department has been charged by the Superintendent and the Board of Trustees with the responsibility for the following:

- Secure competitive solicitations whenever possible to obtain maximum value from the expenditure of District funds.
- Maintain liaison with vendors, suppliers, and contractors who service the District's needs.
- Coordinate the procurement of goods and services for all District requirements.
- Develop sources of supply to ensure that the District has an adequate number of dependable vendors, suppliers, and contractors from which to obtain supplies, equipment, and services.

### C. Authorized Purchases

In accordance with the authority delegated to the Director of Procurement & Contracts, all purchases, irrespective of the source of funding, will be governed by the policies, regulations, and procedures outlined in this manual.

## D. Monetary Responsibility and Approval Authority

Signature thresholds and approvals required for Purchase Orders are as follows:

- Buyer \$0.00 to \$9,999.99
- Director of Procurement & Contracts \$0.00 to \$49,999.99
- Chief Financial Officer \$50,000.00 to \$99,999.99
- Superintendent \$100,000 +
- Board of Trustees (approval only) \$100,000 +
- Board of Trustees (approval only) \$25,000 + ([NRS 277.180 Interlocal Contracts](#) \*\*)

*\*\* Any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the agreement/contract is authorized by law to perform.*

## E. BUSINESS TRANSACTIONS

Vendors, suppliers, and contractors who transact business with the District will be dealt with equally and in a manner consistent with good business practices, professional ethics, and the requirements of the law.

Vendors who transact business with the District will be dealt with equally and in a manner that ensures conformance with good business practices, professional ethics, and the requirements of law. All prospective bidders shall be given identical information. The specifications, terms and conditions of all solicitations will be prepared in a language familiar to the trade and in a manner that will encourage competitive bidding.

No member of the Board or any of District employees shall accept any commission, expense paid recreational trip, or anything of material value from any individual, company, partnership, corporation, or any organization supplying or seeking to supply equipment, supplies or services to the district for any purpose except those minor items of nominal value that are widely distributed by the individual, company, etc., as part of a public relations or advertising program.

## II. EXPENDITURE OF FUNDS

### A. Fund Sources

All funds deposited with the District, regardless of source, are District funds and must be handled in accordance with District procedures and State and/or Federal laws. Although schools, departments, and sites are allocated funds in specific budgets for a given period, this allocation is only an authority to requisition, not to purchase.

## B. Account Numbers

Each school, department, and site are assigned an account number or numbers by the Office of Business and Financial Services. All requests for purchase must carry the complete number of the account to be charged.

## C. Purchase Requisitions

For consistency and proper management, it is recommended that the ordering function reside with one (1) person within a school, department, or site. The person doing the actual receiving of goods and/or services is to receive on items using the BusinessPlus system.

District purchases, regardless of funding source, are to be processed through the BusinessPlus system via a Purchase Requisition, or by using a procurement card (PCard).

Training for entering a Purchase Requisition and use of a PCard is managed by the Office of Business and Financial Services.

## D. Invoice Approval

Once an order has been received or the service performed, it is extremely important that the item(s) or service(s) be received on through BusinessPlus. This authorizes payment of the invoice. This is the only way the Accounts Payable Department knows that the invoice should be paid. All sites should arrange for alternate approval rights for Purchase Orders, so that potential staff absences do not cause significant delays in paying the invoice.

## E. Damages, Shortages, Errors in Invoicing

In the event that a vendor, supplier, or contractor has not successfully met the terms and conditions of a Purchase Order and/or any subsequent agreement/contract, payment should not be made, and the Accounts Payable Department and Purchasing Departments should be notified immediately, so that proper action can be taken in a timely manner.

In cases of damage or shortage of shipment and/or errors in invoicing, the vendor, supplier, or contractor should be notified as soon as possible, without authorizing payment. Have available the related Purchase Order number, date of order, and the extent and nature of damage and/or error.

Delay in notifying vendor of damage or shortages could result in the District being responsible for full payment. Payment should not be authorized until damage or shortage is corrected.

## F. Returns for Credit

Returns for credit are not automatic. If a vendor, supplier, or contractor has shipped items as ordered, the vendor, supplier, or contractor has legally complied with their part of the agreement/contract and are under no obligation to accept returns, unless specified within the terms and conditions of the purchase or an executed agreement/contract. Freight charges and/or re-stocking fees may be incurred. These charges will be assessed to requisitioning school, department, or site. Please contact the Purchasing Department for assistance in arranging for returns.

## G. Confirming Orders by Providing a Purchase Order After-the-Fact

With exception to PCard transactions, errors are most commonly made when an order is placed with or called in to the vendor, supplier, or contractor, prior to having a Purchase Order approved for the order.

A "Confirming Order" is when a Purchase Order is provided after an order has been placed and/or received by the requesting school, department, or site and is not permitted. No school or department should take receipt of goods or services until a fully executed Purchase Order has been provided to a vendor.

Person(s) placing orders without a valid Purchase Order may be held personally responsible for payment and/or be subject to disciplinary action.

## H. Unauthorized Use of District Purchase Orders or Accounts

It is a violation of law for any individual to use a District Purchase Order or discount for their personal use, unless otherwise approved by the District's Purchasing Department. Anyone doing so may be subject to disciplinary action.

# III. VENDOR(S), SUPPLIER(S), AND CONTRACTOR(S)

## A. Selection of Vendor(s), Suppliers(s), and Contractor(s)

Vendors, suppliers, and contractors are selected for their capability to serve the needs of the District in the most economical and efficient manner possible. Past performance and cooperation are important factors. Vendors, suppliers, and contractors must comply with the Equal Employment Opportunity Act (Executive Order 11246 as amended) since it is the policy of the District to promote the full realization of equal employment opportunity and they must comply with other laws and directives as they are issued.



The Purchasing Department's Buyers have a high level of expertise with a wide range of products, services, and businesses. The Buyers use available resources to determine vendor, supplier, and contractor performance, which are shared with other District personnel.

#### B. Suggested Vendor(s), Suppliers(s), and Contractor(s)

A suggested vendor, supplier, or contractor may be provided when entering a Purchase Requisition into the BusinessPlus system. However, authority for the final selection of the vendor, supplier, or contractor shall be left to the Purchasing Department.

Any persons contacting sales representatives directly are reminded to advise the prospective vendor, supplier, or contractor that a Purchase Order will be issued by the Purchasing Department before delivery of an order can occur or, if applicable, until a PCard transaction has occurred.

#### C. Single/Sole Source Purchase Request

A single/sole source purchase request is one wherein an item that is needed can only be purchased from a single source, or because of restrictive proprietary interests such as copyright or patented material.

The requisitioning school, department, or site will be required to complete the [Single/Sole Source Request Form \(AF 3340\)](#) to justify why the technical characteristics inherent in the item make it essential to be purchased only from that vendor over all other vendors. This documentation must be approved by the requestor's Department Lead or Principal; requestor's Chief Officer or Area Superintendent; the assigned Purchasing Buyer; and the Director of Procurement & Contracts prior to issuing a Purchase Order or using a PCard and using the vendor, supplier, or contractor.

## IV. SOLICITATIONS

#### A. Solicitation Requirements

Competition from properly informed and responsible vendors, suppliers, and contractors ensure value received for tax dollars. Therefore, competitive solicitations by advertised invitation, requests for written quotations, and successful negotiations shall be instituted in a manner that will provide for financially sound practices in the expenditure of school District funds. All solicitations are processed as outlined and governed by the requirements of [NRS Chapter 332, Purchasing: Local Governments](#), and [NRS Chapter 338, Public Works](#).

The Purchasing Department processes Informal Quote Requests (IFQs) for any one-time, single, and/or annual aggregated totals, of non-capital purchases and/or federal grant funded purchases that are \$5,000 or greater. Refer to [Administrative Procedure PUR-340](#)

– [Informal Quote Requests for Non-Capital Purchases](#) and [Administrative Regulation 3329 – Procurement Protocols \(Federal Funds\)](#) for more information.

Per [NRS 332.063](#), if the estimated amount required to perform a contract exceeds \$50,000, but is not more than \$100,000, a formal Request for Quote (RFQ) must be submitted to two or more persons or companies capable of performing the contract, if available. The Purchasing Department handles all formal RFQs.

Per [NRS 332.065](#), if the estimated amount required to perform a contract: (1) exceeds \$100,000; (2) is issued as an RFB; and (3) is not otherwise deemed exempt from competitive solicitation by another specific statute, then the District must award the contract to the lowest responsive and responsible bidder. The Purchasing Department handles all formal RFBs.

Per [NRS 332.091](#), the governing body or its authorized representative shall maintain a record of a record of each solicitation and response to a solicitation for at least seven (7) years after the date of execution of the contract.

All solicitations meeting the requirements of NRS Chapters 332 and 338 and other purchases and contracts with a combined value of \$100,000 or more require the approval of the Board of Trustees prior to the release of a District Purchase Order and/or executed contract. Refer to [Board Policy 3321 – Contract Review and Approval](#).

## B. Valid Solicitation Responses

For a solicitation response to be considered valid, it is mandatory that the required response documents be received by the District’s Purchasing Department no later than the time and date identified on the solicitation document or amendment/addendum issued.

Any formal RFB, RFP, and/or RFQS solicitation responses are required to be submitted in a sealed envelope or box and received by the Purchasing Department (time-stamped accordingly) prior to the date and time specified in the solicitation document.

Any RFB, RFP, or RFQS solicitation responses received via fax or email will be rejected, unopened, and if sent by carrier (e.g., USPS, UPS, Fed-Ex, etc.), the submitting vendor, supplier, or contractor will be given the option to have the submission returned to them at their own cost.

All solicitation responses submitted must be signed accordingly by an authorized representative of the submitting vendor, supplier, or contractor to be considered for award evaluation. Any solicitation submission not signed will be deemed non-responsive, disqualified, and rejected.

When submitting a response to an RFQ, the submissions must be submitted via email to [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) **or** submitted in a sealed envelope or box and received by

the Purchasing Department (time-stamped accordingly) prior to the date and time specified in the solicitation document.

When an IFQ is required, quotes may be gathered by a school or department and provided to the Purchasing Department or can be obtained by the Purchasing Department on behalf of the requestor.

The District may reject any/all solicitation submissions and/or waive any informality or irregularity in any submission if deemed to be in its best interest. In all instances, when applicable, the decision rendered by the District's Board of Trustees shall be final.

### C. Confidentiality of Submitted Solicitation Responses

All solicitation responses submitted to the District are handled in confidence and guidelines governed by NRS 332 and NRS 338 that are strictly adhered to by all Purchasing staff until a formal Recommendation of Award or Letter of Intent has been issued.

### D. Determining Lowest Responsive and Responsible Submitters

All IFQ, RFQ, and RFB solicitation submissions where the submitter(s) are deemed to be both responsive and responsible shall be considered in determining which is lowest. In doing so, the District reserves the right to also consider delivery terms and conditions, discounts, and conformity with specifications. If the lowest submitter is unknown or their responsibility is in question, the Director of Procurement & Contracts may require proof of responsibility.

### E. Evaluation of Solicitations

The Director of Procurement & Contracts or a Purchasing Department staff designated by the Director as having the proper expertise regarding the commodity being recommended for purchase, will evaluate all solicitations issued by the Purchasing Department.

### F. Attendance at Solicitation Openings

Solicitation openings are public and may be attended by anyone, including those who may not have a direct interest in the solicitations.

### G. Surety Requirements (Bonds)

The Director of Procurement & Contracts has the authority to require a surety as part of the solicitation process. The amount of the surety shall be set at an amount or percentage, which is considered necessary to protect the best interests of the District. If

such surety (bonding) is required, the form and amount of the surety shall be described in the solicitation.

## H. Protesting the Award of a Solicitation

Any unsuccessful bidder/proposer may appeal any Recommendation of Award or a Letter of Intent prior to formal award by the District's Chief Financial Officer or the Board of Trustees. Appellant shall submit a written appeal to the Director of Procurement & Contracts not later than five (5) business days after the signed date of the Recommendation of Award or Letter of Intent. Appellant must also follow appeal requirements set forth in NRS 332.

## I. Emergencies

The District's Superintendent or designee, and/or the Board of Trustees may decide that an emergency exists affecting the public health, safety, or welfare.

In that case, for non-capital contracts, under the terms of [NRS 332.112](#), an agreement/contract(s) may be let to contend with such an emergency without complying with the requirements of [NRS 332.039](#) and [NRS 332.045](#).

For Public Works contracts, under the terms of [NRS 338.011](#), if the District Superintendent or designee, and/or the Board of Trustees determines that an emergency exists, an agreement/contract(s) necessary to contend with the emergency may be let without complying with the requirements of NRS 338.

If the Superintendent or designee takes such emergency action as it relates to NRS 332 and/or NRS 338, the action shall report it to the Board of Trustees at the next regularly scheduled Board meeting.

## J. Exemptions to Requirements for Competitive Solicitations

[NRS 332.115](#) makes allowance for several exemptions from the competitive solicitation process other than emergencies. Contracts which by their nature are not adapted to award by competitive bidding, include:

- A. Items which may only be contracted from a sole source.
- B. Professional services.
- C. Additions to and repairs and maintenance of equipment which may be more efficiently added to, repaired, or maintained by a certain person.
- D. Equipment which, by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment.
- E. Perishable goods.
- F. Insurance.

- G. Hardware and associated peripheral equipment and devices for computers.
- H. Software for computers.
- I. Books, library materials and subscriptions.

Although an item or commodity may be exempt from the competitive solicitation process under [NRS 332.115](#), the Purchasing Department may opt to issue a competitive solicitation if deemed to be in the best interest of the District and the use of District funds. District Board Policy or Administrative Regulation may be stricter than the law and will be followed accordingly.

## V. LEGISLATIVE, GOVERNMENTAL AND PROFESSIONAL ACTIVITIES

### A. Nevada Public Purchasing Study Commission (NPPSC)

[NRS 332.215](#) (as amended per Assembly Bill 443 – Committee on Legislative Operations and Elections; Section 31.5.3) requires each county in the State of Nevada whose population is 100,000 or more, to be a member of the *Commission to Study Governmental Purchasing* which is comprised of all purchasing agents of the local governments within those counties. Each county whose population is less than 100,000 may participate as a voting member of the commission but is not required to do so.

The members of the commission are required to select (at a minimum) a Chair from among their membership. The established Commission is to meet at least quarterly, and study practices in governmental purchasing and laws relating thereto and make recommendations with respect to those laws to the next regular session of the legislature. On or before July 1 of each even numbered year, the commission shall submit a written report to the Joint Interim Standing Committee on Legislative Operations and Elections that includes any recommendations of the commission for legislation relating to governmental purchasing.

For the State of Nevada, this commission is called the Nevada Public Purchasing Study Commission (NPPSC). The NPPSC has two Chairs that share the role as “Co-Chairs”. One is representative of northern Nevada and the other of southern Nevada.

The NPPSC monitors legislative activities while the Legislature is in session, lobbies on issues pertaining to public purchasing, provides professional testimony at hearings, and may submit a report of desired changes/revisions in the language of NRS to the State of Nevada Legislative Counsel Bureau (LCB). The District has actively participated in the NPPSC since its inception.

## B. Northern Nevada Consortium for Cooperative Purchasing (NNCCP)

The District's Purchasing Department personnel were instrumental in establishing the Northern Nevada Consortium for Cooperative Purchasing (NNCCP) in 1983. The main purpose, as indicated in the organization's title, is to pool our needs in as many ways as possible to increase our buying power. Meetings are held monthly, and several cooperative solicitations are solicited each year, in which any agency that wishes may take part.

The NNCCP also provides educational opportunities to its members and other interested purchasing professionals. Classes and study groups are organized on as-needed basis, depending on the needs and interests of its members. Members are encouraged to attend classes, workshops, vendor shows and seminars at local institutions of learning as well as those sponsored by other professional purchasing groups such as the Institute of Supply Management (ISM), NAPSM–Capitol Area, The National Purchasing Institute (NPI), California Association of Public Purchasing Officers (CAPPO), and California Association of School Business Officials (CASBO).

## VI. CENTRAL (MAIN) WAREHOUSE AND INVENTORY

### A. Warehouse

The Purchasing Department has been assigned to oversee and stock the District's [Central \(Main\) Warehouse](#) with furniture, equipment, and supplies commonly used by all schools, departments, and sites. The purpose of the warehouse is to allow for volume purchases of commonly and frequently used items, to take advantage of improved pricing, and to have materials on hand when needed.

### B. Addition/Deletion of Stocked Items

Adjustments are needed from time to time in the items maintained in stock. Deletions are determined when there is low activity or no activity of a certain item over a period of time. The decision to reduce stock, delete or maintain it at the same level is the sole responsibility of the Director of Procurement & Contracts. Additions to stock are considered either at the suggestion of the Purchasing Department staff or the using school, department, or site. Evaluation is made based on commonality, volume of use, packaging size, funds available, space requirements and lead-time.

### C. Receiving and Shipping

Except items for warehouse stock/inventory, most purchases are shipped directly to schools, departments, and sites. When received, merchandise should be checked for discrepancies and/or damage before receiving in the BusinessPlus system. Packing slips

should be filed with site documentation. Any visible damage or quantity/product discrepancies should be noted on packing list at time of delivery. Completing paperwork promptly will protect against misplacement and satisfy vendor, supplier, or contractors' expectations of timely payment. The warehouse staff handles outgoing shipments carried by truck. Check with the [Central \(Main\) Warehouse](#) for availability of packing materials. The shipping of personal items to the District's Central (Main) Warehouse by employees is not acceptable. Delivery will be refused on any such merchandise.

## VII. PROCUREMENT ADMINISTRATIVE PROCEDURES

### A. Reporting Required by Law

[PUR-310](#) Annual Report Concerning Projects Awarded Based on Preference as Defined in NRS 338 to the State of Nevada's Legislative Counsel Bureau

[PUR-311](#) Construction Manager at Risk (CMAR) Annual Reporting to the State of Nevada's Legislative Counsel Bureau

[PUR-312](#) Local Emerging Small Business Semi-Annual Reporting to the Governor's Office of Economic Development

[PUR-313](#) Quarterly Reporting of Awarded Public Works Projects for \$25,000 and Above to the Board of Trustees

### B. Renewals of Solicitations, Contracts, Agreement, and Formal Reviews

[PUR-320](#) Renewals of Solicitations, Contracts, and Agreements

[PUR-326](#) Document Review with Exchange of Money

[PUR-327](#) Document Review with No Exchange of Money

### C. Solicitations for Public Works Related Projects (Capital / Construction)

[PUR-330](#) Formal Request for Quote for Public Works Project

[PUR-331](#) Formal Request for Bid for Public Works Project

[PUR-332](#) Request for Proposals for Construction Manager at Risk (CMAR) for Public Works Projects

## D. Solicitations for Non-Capital Purchases (Goods/Services)

[PUR-340](#) Informal Quote Requests for Non-Capital Purchases

[PUR-341](#) Request for Formal Quotes for Non-Capital Purchases

[PUR-342](#) Formal Request for Bids for Non-Capital Purchases

[PUR-343](#) Request for Proposals and Request for Qualifications

## E. Legal Requirements for Solicitations for Nutrition Services and Use of Federal Funds

[PUR-350](#) Formal Solicitation Process to Contract with Food Service Management and Consulting Companies for the Food and Nutrition Program(s)

[PUR-351](#) Competitive Solicitation Requirement for Purchases Using Federal Funds Subject to 2 CFR 200.030 and 2 CFR Appendix II

## VIII. PROCUREMENT ADMINISTRATIVE FORMS

[AF 3326](#) Document Review – Exchange of Money

[AF 3327](#) Document Review – No Exchange of Money

[AF 3340](#) Single/Sole Source Request

[AF 3342](#) New Teacher/Increased Student Enrollment Request for Equipment

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### REVISION HISTORY

Date	Revision	Modification
5/02/2016	1.0	Initiated as Administrative Manual 3325 (AM 3325)
03/02/2020	2.0	Revised
05/16/2022	3.0	Revised/updated multiple sections to include hyperlinks to online documents, legal references, and other District policies/regulations.