



## CACHE COUNTY SCHOOL DISTRICT

### PURCHASING GUIDELINES FOR SMALL PURCHASES

Policy Updated – September 1, 2021

#### DISTRICT FUNDS OR SCHOOL FUNDS

##### LEVEL I

**\$0 to \$4,999.99**

1. Buy from the District Warehouse first.
2. District Bids or State Contracts should be used.
3. Competition not required, however recommended. Direct purchase with Purchasing Card, Small PO Book, or School Check.
4. Purchase may not be divided in order to avoid the next level.

##### LEVEL II

**\$4,999.99 to \$9,999.99**

1. Buy from District Warehouse first.
2. District Bids or State Contracts should be used.
3. Departments either submit or enter a District Requisition or School PO, following instructions below:

If every item is LESS than \$5,000, AND total purchase is LESS than \$10,000.	No Quote Required
If any single item is MORE than \$5,000, AND total purchase is LESS than \$10,000.	Two Competitive Written Quotes Required

4. The agency must purchase the items/service from the supplier offering the lowest quote meeting specifications.
5. Equipment \$1,000 and higher need to be recorded as Fixed Asset.
6. Purchase may not be divided in order to avoid the next level.

##### LEVEL III

**\$10,000 to \$49,999.99**

1. District funds must be entered as a Munis requisition (digital or paper). School funds must use a School Purchase Order.
2. District bids or State Contracts should be used.
3. A) Departments either submit or enter a District Requisition or School PO, with quotes attached. Two (2) written competitive quotes required.  
B) If making purchase from school checking or school PO, MUST maintain their quote documentation. Two (2) written competitive quotes required.
4. Equipment \$1,000 and higher must be recorded as a Fixed Asset.
5. Purchase may not be divided in order to avoid the next level.

**CACHE COUNTY SCHOOL DISTRICT**  
**PURCHASING GUIDELINES FOR SMALL PURCHASES**

Policy Updated – March 25, 2021

**DISTRICT FUNDS OR SCHOOL FUNDS**

**LEVEL IV**

**\$50,000 and Above**

1. Formal Bid by Purchasing Department
2. District Bids or State contracts should be used.
3. Purchases greater than \$50,000 must be approved by the Business Administrator

**WAREHOUSE/STATE CONTRACTS:** When purchasing from the warehouse or from a state contract, it is not necessary to use bidding and quotation guidelines. However, a person must still submit a requisition (paper or electronic) to the District Office.

**EMERGENCY PURCHASES:** Emergency Conditional purchases are defined under the District Procurement Policy section G-1.

**ITEMS NOT REQUIRING A PURCHASE ORDER**

- A. Utilities: Such as natural gas, telephone, electricity, water, etc.
- B. Travel claims
- C. Legal services such as attorney, bond council, financial advisor, etc.
- D. Insurance Premiums: medical, liability, workers compensation, etc.
- E. Vehicle fuel purchases.
- F. Other exceptions to be approved by the Business Administrator or the Director of Purchasing.