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## **EXPENDITURES AND PURCHASES**

### **Purchase Orders**

No purchase will be made without an approved purchase order or prior approval of the Superintendent or designee. The only exception to this procedure is if an employee has advance approval from his/her supervisor to purchase goods which are only available while attending a conference/workshop. The employee may purchase the goods with personal funds and obtain district reimbursement upon submitting a Travel Expense Claim form to the Business Office with the vendor's invoice attached. Reimbursement will be made via the normal accounts payable payment cycle.

Any purchase made in the name of the district without an authorized purchase order is invalid, and any resulting financial obligation may be borne solely by the person making the purchase.

Purchasing will be accomplished via district purchase orders unless alternate arrangements are made by the Superintendent or designee. The local purchase order will be used only in Chico to purchase merchandise which totals less than \$200. The standard purchase order shall be used for all other purchases.

1. Local Purchase Orders:

Management personnel are authorized to make purchases with local purchase orders consistent with instructions printed on the form.

2. Standard Purchase Orders:

The Superintendent, Assistant Superintendent-Human Resources, Assistant Superintendent-Business Services, Director-Fiscal Services are authorized to approve Standard Purchase Orders.

- a. Goods shall not be picked up from the vendor unless the standard purchase order is noted "Our Pick-Up." Such a notation affects the disposition of paperwork and anyone not following the prescribed procedures causes the district to incur unnecessary expenses.
- b. All "on approval" purchases must be made on a standard purchase order. Proper and timely notification must be made to accounts payable personnel by the purchaser regarding the decision to keep or return such goods.
- c. Authorization will be granted in emergency situations to walk through a standard purchase order. Contact district buyer and coordinate authorization.
- d. Purchase orders for conferences (registration fees, hotel reservations and travel advances) shall be received by the Purchasing Department at least 10 working days prior to the date that the individual leaves for the conference to ensure that warrants to cover the conference expenses are available in a timely manner. Any individual not meeting the 10 day time line may be required to pay for these conference expenses "out of pocket" and be reimbursed at a later date for reimbursable expenses via the Travel Expense Claim Form.
- e. Correspondence with vendors to expedite shipments or change purchase orders shall be the responsibility of the Purchasing Department.

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**Administrative  
Regulation:**

**#3300**

**Section: 3000**

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- f. All goods to be returned to the vendor must be returned through the warehouse via the use of a Merchandise Return Form consistent with instructions printed on the form.

### **Preferred Products**

Price, fitness and quality being equal, the district shall give preference to supplies manufactured, grown or produced in California, and shall next prefer supplies partially manufactured, grown or produced in California. (Government Code 4331)

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. (Public Contract Code 3410)

### **Equipment Repairs and Services**

School and department personnel will contact purchasing office personnel with repair and service requests. Said personnel may specify a maximum repair charge for the request. Purchasing office personnel will call all repair and service persons and vendors.

### **Classroom Furniture/Equipment Procurement and Replacement**

If the student capacity of a given school is increased via the reutilization of existing facilities and/or the addition of new facilities, the district will provide the school with needed classroom furniture/equipment. Further, if a classroom is constructed, reconstructed, modernized under the State School Building Program, the district will include the following basic classroom furniture/ equipment as a part of the project:

#### Kindergarten Classroom:

- 30 student stations (tables and chairs)
- 2 Teachers desks (with lock) and chairs
- 2 four-drawer file cabinets
- 2 tables (approximately 3' x 6')
- 4 chairs
- 1 playhouse set
- 2 double paint easel trays
- 1 flannel board
- 1 sand and water table (approximately 4' x 6')
- 1 overhead projector
- 1 clock
- 1 flag
- 64 sq. ft. of whiteboards/chalkboards with clips and trays
- 64 sq. ft. of bulletin boards
- 1 projection screen
- 50 cu. ft. (approximately) of storage cabinet(s) with lockable doors
- 90 linear feet of bookshelves
- 60 cubbies

#### Grades 1-6 Classroom: 35 student stations (desks or tables and chairs)

- 1 teacher desk (with lock) and chair
- 1 four-drawer file cabinet
- 2 tables (approximately 3' x 6')

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4 chairs  
1 overhead projector  
1 clock  
1 flag  
64 sq. ft. of whiteboards/chalkboards with clips and trays  
64 sq. ft. of bulletin boards  
1 projection screen  
50 cu. ft. (approximately) of storage cabinet(s) with lockable doors  
90 linear feet of bookshelves

Grades 7-12 Classrooms: 35 student stations (desks or tables and chairs)

1 teacher desk (with lock) and chair  
1 four-drawer file cabinet  
1 table (approximately 3' x 6')  
4 stackable chairs  
1 lectern and stool  
1 overhead projector  
1 clock  
1 flag  
96 sq. ft. of whiteboards/chalkboards with clips and trays (appropriately located to double for projection screen)  
64 sq. ft. of bulletin boards  
50 cu. ft. (approximately) of storage cabinet(s) with lockable doors  
90 linear feet of bookshelves

**District Surpluses**

When additional furniture/equipment is needed, all district surpluses will be considered first:

1. Surpluses at the school site
2. Surpluses on other school campuses in the district
3. Surpluses at the district warehouse

If surplus equipment is transferred from another school in the district and/or the warehouse, the receiving school will include the transferred goods on the receiving school's inventory. Furniture/equipment needs that cannot be met by existing surpluses will be met via new purchases. To minimize school interruptions due to unanticipated growth, in addition to any surpluses maintained at the warehouse, the district will also maintain inventories of district-approved basic classroom furniture/equipment.

**Procurement of New Furniture and Equipment**

Annual equipment needs for re-utilized classrooms and/or new classrooms will be coordinated by district purchasing services. The needs assessment should be completed in February or March so that appropriate funding can be included in the preliminary budget for the following year.

**Systematic Equipment Replacement**

Each school principal is responsible for maintaining the school's basic classroom equipment inventory in usable condition through a systematic replacement schedule.

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