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| MUHSDLogoTag_4C_small | Purchasing Procedures |

Do you …..

* Want to purchase the right equipment?
* Get the best price for your purchase?
* Want to get your purchased equipment installed in a timely fashion?
* Want to be able to collaborate effectively with other district departments?
* Avoid additional expenses not within your plan?

***Follow these steps to get the:***

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| * ***most for your money;*** | * ***least amount hassle;*** | * + - ***most success!*** |

1. Research the item you want to purchase to ensure it meets the needs of your students.
2. Plan for the purchase and include in your Carl Perkins Application.
3. Communicate with the site Perkins Coordinator and Principal to get approval.
4. If the purchase is technology related, seek the assistance of the site and district technology staff to help you identify the best product for your needs and to ensure it works properly.
5. If the item requires installation of some sort, this will include, does it use electricity, water, drain, or exhaust, email Ted Walstrom at Maintenance & Operations. Ted will complete a work order to provide the expertise of his staff. Staff will meet with you, review your planned purchase and ensure you purchase an item suited for the site location.
6. If your item is a replacement for an existing item, i.e. dishwasher, stove, welder, kiln, etc., the electrical, water supply, drain, or exhaust requirements may be different and are very important to coordinate with Ted.
7. Ted and his staff will eagerly assist teacher in knowing all requirements & expenses related to installation. He will send specifications to the teacher which will include all necessary items required for installation. Teacher will have all they need to seek a bid for the equipment.
8. Teacher will note work order number on the requisition for quicker processing.
9. If the item is over $500, the district is required to go out for competitive bids. Terry Schultz will do this in the requisition process.
10. If the item is greater than $5,000, it requires submitting an additional capital outlay request to the Perkins office for approval, even if it is part of your approved plan.
11. DO NOT make a commitment to a vendor. If you have a preference, notify Terry with the reason for the preference. He will do the best he can to get you the best product at the lowest price.
12. When your item arrives, he will notify Ted, make arrangements for delivery and before you know it, the purchase will be in use supporting you and your students!