

PURCHASING BASICS

GENERAL PURCHASING RULES

- ◉ No purchases without a PO first.
- ◉ No items to be taken on consignment.
- ◉ Only EMPLOYEES may make purchases for the District.
- ◉ These are not only the RULES of the District, but the LAW with criminal penalties.

QUESTIONS TO ASK YOURSELF WHEN BEGINNING TO BUY:

- ◉ Is this carried in our Warehouse?
- ◉ Is this an APPROVED vendor?
- ◉ Bid, RFP, CSP, BuyBoard, TCPN, DIR, State Contract?
- ◉ Sole Source?
- ◉ Non-Bid Items?
- ◉ Specialty Items?
- ◉ Publisher?
- ◉ Professional Service?
- ◉ Used Items?
- ◉ Auditor's Memo - special circumstances

HOW MUCH MONEY ARE YOU SPENDING?

- ◉ \$500 or more -
Need 3 quotes
- ◉ \$50,000 or more
(*in aggregate*) -
Competitively Bid
(Bid, RFP CSP, etc.)

TEXAS SCHOOL LAW BULLETIN

- ◉ Textbooks - Education Code - Chapter 31
- ◉ Computers and Tech Equipment - Education Code - Chapter 32
- ◉ Fiscal Management - Education Code - Chapter 44
- ◉ Public Information - Government Code Chapter 552
- ◉ Interlocal Cooperation Contracts - Government Code - Chapter 791
- ◉ Conflict of Interest - Local Government Code - Chapter 176

EDUCATION CODE - CHAPTER 44

- ◉ 44.031 - Contracts and rules for award, profession services, emergency or catastrophe, DIR, Sole Source, purchasing Buses, etc.
- ◉ 44.032 - Criminal Penalties
- ◉ 44.0331 - Cooperative Purchasing Contracts
- ◉ 44.034 - Criminal History of contractors
- ◉ 44.042 - Preference to Texas and US products