

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON GOODS AND SERVICES (PURCHASE ORDERS)

3324AR

The following procedures should be followed when initiating a purchase order.

Price quotes (three or more in written or electronic form) ARE required for orders whether it is a single item or a group of items for amounts between \$3,000 - \$15,000.

Formal bids MUST be completed for orders over \$15,000 whether it is a single item or a group of items and are handled through the Business Office. Professional services (see Town Charter for description) are not subject to bid regulations.

All Capital Equipment purchases are to be made through the Business Office unless you have been directed otherwise.

For all computer and peripheral equipment, contact the Manager of Technology at 255-8367.

For all other equipment, contact the School Services Liaison at 255-8306.

Price quote sheets ARE NOT required for the following circumstances:

- Items that are available from one vendor only (single source). For example, most textbooks, educational materials, professional services, or consultants. A "Documentation of Sole-Source Waiver" must be completed;
- Single item purchases up to \$3,000 (must buy at the best price available); and
- Vendors that have been awarded a bid for a particular item(s) on one of the following contract agreements: Town of Fairfield bid, State of Connecticut Department of Administrative Services bid, U.S. General Services Administration bid, or other contracts bid publicly by a purchasing consortium. The bid number, State contract number or consortium contract number must be provided on the purchase order.
- Where required under unforeseen emergency conditions requiring immediate response by virtue of a legal requirement arising under Federal or State law, or a local ordinance, the Purchasing authority may exempt one-time (only) purchases from public bidding requirements. An "Emergency Justification Form" must be completed.

8/27/2004

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