

**SAN DIEGO COOPERATIVE CHARTER SCHOOL
BOARD POLICY**

Subject: PURCHASING PROCEDURES	Directive No. BP 3310	Page No.
	Effective Date:	Page 1 of 1

The Principal shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the school and that records are kept in accordance with law.

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs and trade-in values shall be considered when determining the most economical purchase price.

All purchases shall be made by formal contract or purchase orders, or shall be accompanied by a receipt.

Legal Reference:

Education Code

17604

Delegation of powers to agents; approval or ratification of contracts by governing board

17605

Delegation of authority to purchase supplies and equipment

35250

Duty to keep certain records and reports

Government Code

4331

Preference to supplies manufactured or produced in state

Public Contract Code

3410

U.S. produce and processed foods

3411 12168

Preference for recycled paper products

3412 12210

Purchase of recycled products