**POLICY TITLE: Purchasing**

**POLICY NUMBER: 2135**

2135.1 To purchase small items — such as office supplies, auto parts, fire equipment, and other miscellaneous items costing less than $1,000 — pricing will be obtained by telephone or written quotation. District accounts are then awarded to those firms that provide the best price, discount, service, etc. Refer to policy 2125.1 for authorized expense limits.

2135.2 To purchase items costing more than $1,000 and up to $5,000, quotations will be solicited by the requestor from vendors in writing. Quotations will be solicited from at least two sources before the requestor recommends a supplier. Before placing the order the requestor shall submit the quotes obtained to the General Manager and the Office Admin/Treasurer for approval of the purchase. Refer to policy 2125.1 for authorized expense limits.

2135.3 For items over $5,000 or orders of large quantities, quotations will be solicited by the requestor from vendors in writing. Quotations will be solicited from at least two sources before the requestor recommends a supplier to the General Manager and the Office Admin/Treasurer. A item will be added to the agenda to present written quotes to the Board of Directors for consideration of award of contract. Generally, the Board of Directors should award the purchase to the supplier quoting the lowest prices, with an acceptable delivery date, and necessary experience.

2135.4 (not applicable)

2135.5 This policy covers the purchase of goods, not services and not public works construction services. Those matters are addressed in other policies of the District.