

CLASSIFICATION: Business and Noninstructional
Operations

ADOPTED: 9/13/95

REVISED:

SUBJECT: Standard School Supply List

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The County Superintendent of Schools or his/her designee shall prepare a *Standard School Supply List* (SSSL) for school district purchase of commonly used standard school supplies. The SSSL is provided on a calendar year basis, January through December, and approved by the County Board of Education. The purposes of the SSSL are to gain the advantage of combined purchasing power and to relieve individual school administrators from spending a disproportionate amount of time controlling purchasing activities.

The Purchasing/Contracts Unit, Internal Business Services Section, shall coordinate the procedure for compiling the information required in the SSSL each year. The Purchasing/Contracts Section shall print and distribute the approved SSSL to qualifying school districts.

The SSSL shall include those supply and equipment items estimated by county school districts to be used in sufficient volume or quantity during the school year to be awarded to vendors through a competitive bid process. Items included on the list generally fall within classroom, physical education, custodial, and office supply categories. The contents may be modified from year to year in a manner to meet the needs of qualifying school districts.

Rules and Regulations: San Diego County elementary school districts under 2,500 ADA shall purchase all similar or identical supply or equipment items listed in the SSSL only from the authorized SSSL vendors. Items not included or distinctly different from those in the SSSL may be purchased from other sources. Other school districts may not purchase through the SSSL.

Board Policy No.: 3311

Legal Reference: Education Code
40000 - 40002