SAN DIEGO COUNTY OFFICE OF EDUCATION **POLICY NO. 3310**

CLASSIFICATION: Business and Noninstructional Operations

ADOPTED: 7/14/76
REVISED: 9/13/95
REVIEWED: 12/14/16

SUBJECT: Purchasing and Contracting

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The County Superintendent of Schools shall establish regulations to maintain appropriate business and legal procedures for purchasing and contracting in accordance with state law and regulations of the State Board of Education.

Employees of the County Superintendent of Schools engaged in the purchasing and contracting function shall refrain from accepting any gratuities that might compromise their objectivity in dealing with vendors and shall refrain from assisting any employees of the County Superintendent of Schools in securing materials at a discount for personal use.

Purchasing and contracting shall be allowed only when sufficient funds have been budgeted and approved to cover the costs. Funds must be available in the proper major category of expense.

The County Superintendent of Schools shall comply with all legal requirements regarding purchasing and bidding. The County Superintendent of Schools will maintain a centralized purchasing function in Internal Business Services. All obligations for the purchasing of goods, services, supplies, and equipment shall be reviewed and incurred by the Purchasing/Contracting Unit as the official representative of the County Superintendent of Schools.

No public funds may be expended on the purchase of alcoholic beverages.

Administrative Regulation No.: 3310

Derivation: **Former Board Policy 3424.1, Adopted 7/14/76. Renamed, Amended, and Renumbered 3310, 9/13/95. Technical Revision 12/14/16.**

Legal Reference:

Education Code
32435
Government Code
12990, 54202
Public Contract Code
20111 – 20113, 20116, 20118 – 20118.4
California Code of Regulations, Title 5
17290 – 17292, 17300 et. Seq.