

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Purchasing
POLICY NUMBER: 3080
ADOPTED: November 25, 2002
REVIEWED: 11/14/13; 07/12/16; 02/14/18; 05/09/18; 05/13/20
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3080.10 To purchase small items such as office supplies, auto parts and other miscellaneous items costing less than \$500, staff will research up to three (3) comparative products from multiple suppliers whenever possible. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms which list instructions to vendors.

3080.11 Local (McCloud) firms will be allowed a 10% preference margin.

3080.20 To purchase items costing more than \$500-competitive quotations will be solicited from vendors and received by telephone, email, fax or mail prior to processing a purchase order unless only one vendor is available. Staff will research up to three (3) comparative products from multiple suppliers whenever possible.

3080.21 For large quantity orders, the District will provide suppliers with a list of items to be purchased. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

3080.22 Vehicles will be purchased through competitive bidding, unless they can be acquired less expensively otherwise.

3080.30 Purchase orders shall be prepared for all purchases, and signed by the General Manager and one additional regular full-time staff member prior to placing the order.