

The following changes are recommended to the **Procurement** section of the Fiscal Policies document:

Reference and Change	Manual Pg.	Booklet Pg.
<p>Paragraph F.1.c currently reads:</p> <p>The “annual cumulative threshold” for the District is \$50,000. This is the maximum total annual amount that the District can expend to obtain procurement item(s) from the same vendor during the fiscal year (July 1—July 30).</p> <p>and is to be changed to read:</p> <p>The “annual cumulative threshold” for the District is \$50,000. This is the maximum total annual amount that the District can expend to obtain individual procurement item(s) costing less than \$499.99 purchased from the same vendor during the fiscal year (July 1—July 30).</p>	7-5	43
<p>Paragraph F.4.a currently reads:</p> <p>If the items being purchased are not available from the warehouse or on a State or District contract, documented quotes are required, either written, via telephone, or in email received directly from the vendor, and shall contain the following information...</p> <p>and is to be changed to read:</p> <p>If the items being purchased are not available from the warehouse or on a State of District contract, the school/department shall obtain a minimum of two quotes, either written, via telephone, or in email received directly from the vendor, and shall contain the following information...</p>	7-6	44
<p>Paragraph F.5.a currently reads:</p> <p>If the items being purchased are not available from the warehouse or on a State or District contract, the school/department shall obtain a minimum of three quotes and document them on the District Quote Form (available on the Purchasing Department website.)</p> <p>and is to be changed to read:</p> <p>If the items being purchased are not available from the warehouse or on a State or District contract, the school/department shall obtain a minimum of two quotes and document them on the District Quote Form (available on the Purchasing Department website.)</p>	7-6	45