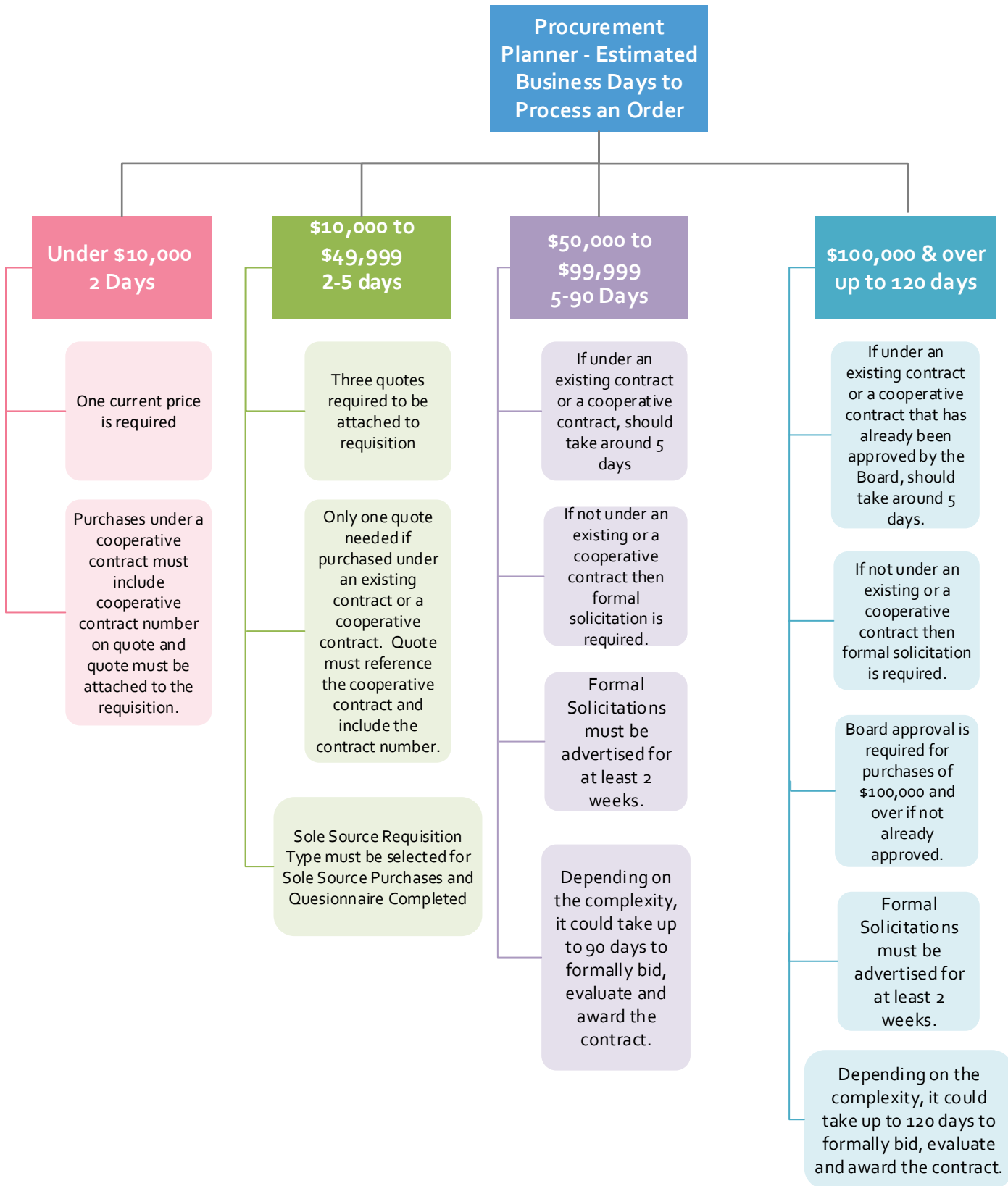


Procurement Planning - In order to assist everyone in preparing items to be purchased that will require Board approval, the following estimated timeline for submission has been developed as a guideline. All timelines are estimated and may be longer depending on complexity, number of bids/RFPs received, timeliness of departments in providing required information and timeliness of evaluation team in completing evaluations. If it is determined that the **aggregate** purchases during the fiscal year for a class of items exceeds \$100,000, Board approval will be required for those items prior to a purchase order being issued. If you are not sure if the 12-month aggregate will apply to your purchase, please contact Purchasing and we will check the total expenditure for the period. Any requisitions that do not have to be bid, but will need Board approval, must be received by the Purchasing one week prior to the Board Agenda Due Date. A requisition and specifications are required before any items to be purchased will be put out to bid or placed on the Board Agenda.



Notes to Consider:

1. Cooperative contracts over \$100,000 annually, Procurement takes to the August Board meeting for approval.
2. Any purchase that will go over the amount approved by the Board has to go back to Board for approval.
3. Punchout orders under \$5,000 only require budget check and cost center manager approval then go directly to supplier.
4. Board meetings are held the fourth Tuesday of the month and generally not held in July and November. Board meetings in December are usually held earlier in the month.
5. Board agendas are due to the President's Office approximately two weeks prior to the Board meeting. Buyers are required to have agenda items to the Purchasing Administrative Assistant by noon on the first business day of the month.
6. Sole source purchases of \$10,000 or more must be in accordance with the District's Sole Source Procurement Policy and must be submitted using a Sole Source Requisition type and questionnaire completed.
7. The time it takes to complete a solicitation depends on the complexity, time for evaluations to be completed, number of responses received, time of year and other factors that can effect the timelines.
8. Orders with supplier agreements attached may take longer for review and approval of changes.