

PURCHASING REQUIREMENTS SUMMARY (Updated 7/28/05)

The dollar amounts listed below are for the total value of the purchase order which includes all items related to the purchase and delivery of the products or services including freight and installation.

Item Number	TYPE OF COMMODITY → DOLLAR VALUE REQUIREMENTS	SUPPLIES, SERVICES, EQUIPMENT, BOOKS					LEGAL, CONSULTING, ARCHITECTURAL, ENGINEERING FEES				CONSTRUCTION, ADDITIONS, REMODELING				BUSES	
		\$00.01 - \$99.99	\$100.00 - \$2,499.99	\$2,500.00 - \$4,999.99	\$5,000.00 - \$24,999.99	\$25,000.00 - \$99,999.99	\$100,000.00 or more	\$00.01 - \$4,999.99	\$5,000.00 - \$24,999.99	\$25,000.00 - \$99,999.99	\$100,000.00 or more	\$00.01 - \$2,499.99	\$2,500.00 - \$4,999.99	\$5,000.00 - \$24,999.99	\$25,000.00 - \$99,999.99	\$100,000.00 or more
1	Use petty cash. No p. o. Is required. Limited to less than \$100 per day per vendor. (See Treasurer's Office Handbook which is not part of this document.)	X														
2	Notify the outreach coordinator. (An e-mail message detailing the project or expense may be sent or the quote tracking system may be used.)				X	X	X		X	X	X			X	X	X
3	Advertise in the Columbus Dispatch & selected local newspapers & the CPS web site.								X	X				X	X	X
4	Get catalog pricing or verbal quote from a vendor.		X				X	X			X					
5	Conduct a competitive bid process involving 3 written quotes or have the budget administrator sign a Request For Exemption From Purchasing Requirements.			X	X	X	X		X	X		X	X	X	X	X
6	Have vendors complete the "Bidder Documents LEDE Participation Form" and "Letter of Intent to Subcontract to LEDE Firms".						X			X				X	X	
7	Develop a vendor short list.								X	X						
8	Interview vendors.								X	X						
9	Rank prospective vendors after interviews.								X	X						
10	Negotiate pricing.								X	X						
11	Have the vendor complete an Agreement to Provide Consultant Services. This form is approved by the Legal Department and may be used in lieu of the consultant's contract.						X	X	X	X						
12	Complete an Authorization for Legal and Consultant Services Cover Sheet. This is only required for board legislation.							X	X	X						
13	Have the vendor complete a Claim for Payment for Consultant Services. This is not required but may be used in lieu of the consultant's invoice.						X	X	X	X						
14	Get the Budget Administrator's signature on a printed copy of the on-line requisition. Keep the signed requisition on file for ten years.		X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	Write legislation. Legislation is required on all purchases, regardless of the dollar amount, after CPS has encumbered \$5,000 with a consultant in a fiscal year or \$25,000 with other vendors in a fiscal year.					X	X		X	X	X			X	X	X
16	Have the Outreach Coordinator sign the legislation. If Step 15 requires legislation because the vendor has exceeded the fiscal year threshold, the Outreach Coordinator's must sign the legislation if it is \$5,000 or more.					X	X		X	X	X			X	X	X
17	Secure board committee approval on legislation.					X	X		X	X	X			X	X	X
18	Secure board of education approval on legislation.					X	X		X	X	X			X	X	X