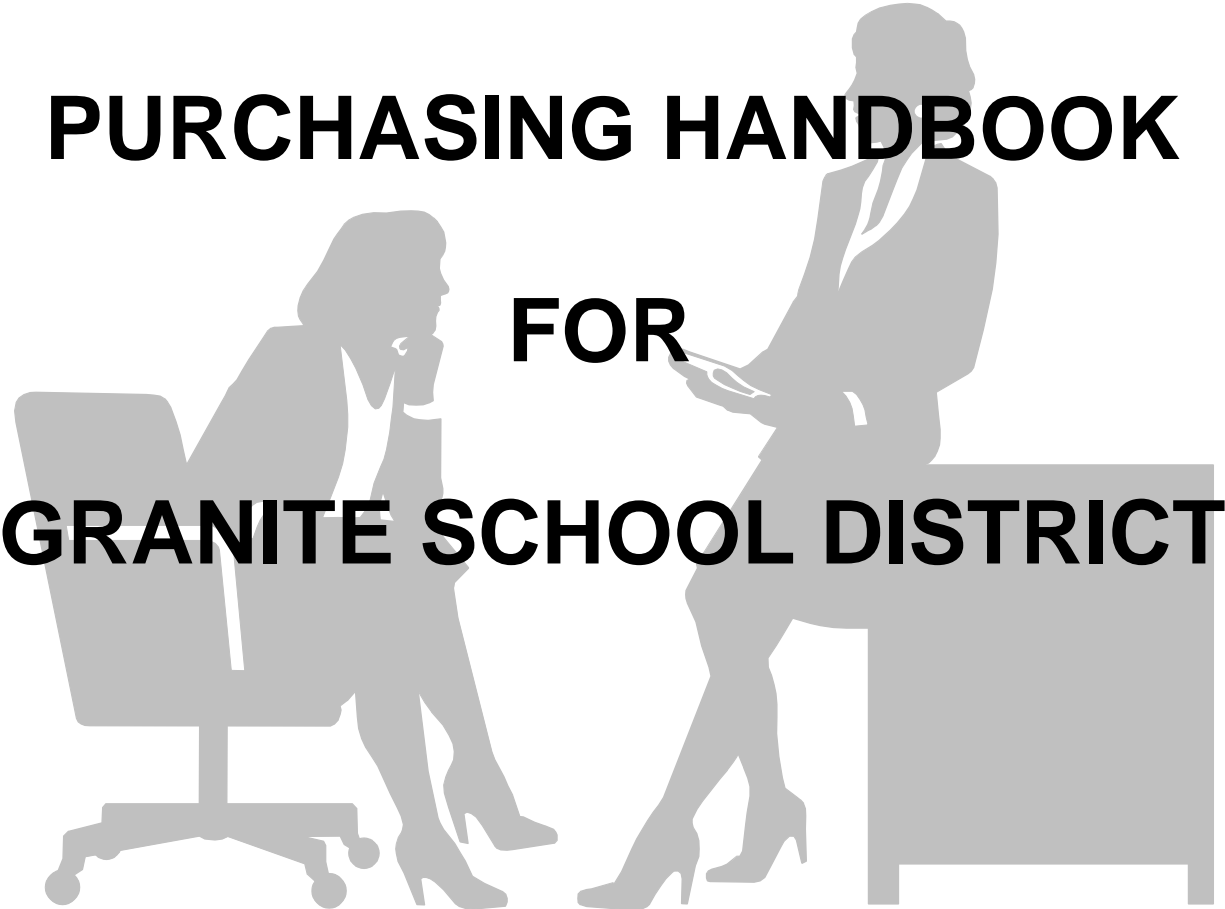




**PURCHASING HANDBOOK**  
**FOR**  
**GRANITE SCHOOL DISTRICT**



## INTRODUCTION

This handbook has been written with the intent to help all district employees who have responsibilities to deal with the Purchasing Department or make requests for purchases.

Methods used by the Purchasing Department are usually one of the following:

1. Request for Quotation (RFQ): A statement of price, terms of sale and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the dollar amount requiring formal bidding; the stating of the current price of a commodity, or the price so stated. This may be done by phone call or written quotation.
2. Invitation to Bid: A written description completely describes what the District wants and no negotiations are necessary. Usually used for the purchase of commodities, equipment or construction.
3. Request for Proposal (RFP): The needs of the District are not completely clear, negotiations may be necessary and cost is just one of several criteria necessary to make a decision. Most often used for purchase of professional or human services, "state of the art" equipment or a product or service tailored for District use. This method will only be used when directed by the Administration or suggested by the Purchasing Department.

The procedures set forth in this handbook are based on the "Granite School District Procurement Policies" approved by the Board of Education, April 19, 1983 (Amended December 9, 1997), Utah State Code, Administrative Memorandum Number Nine, and "Policies, Rules and Regulations of the Board of Education," Article VI, Section C.

**If the directions given in this handbook are followed, the acquisition of supplies and equipment will be expedited, many problems avoided, and money saved for the District.**

TABLE OF CONTENTS

	PAGE
SECTION 1 ..... Purpose and Function of the Purchasing Department	1
SECTION 2 ..... District Purchasing Policy	2
SECTION 3 ..... Stock Issue, Pay Voucher and Requisition Preparation	3
SECTION 4 ..... Bidding Requirements and Purchase Limits	8
SECTION 5 ..... Emergency Purchases	10
SECTION 6 ..... Receipt and Acceptance of Materials	11
SECTION 7 ..... Repair of Equipment	14
SECTION 8 ..... Transfer of Equipment	16
SECTION 9 ..... Condemnation of Equipment and Furnishings	17
SECTION 10 ..... Disposition of Surplus Property	19
INDEX .....	20

## SECTION 1

### PURPOSE AND FUNCTION OF THE PURCHASING DEPARTMENT

#### A. General

The Purchasing Department is assigned by the Granite School District Procurement Policies and Utah State Code the responsibility for the procurement of supplies, equipment, services and commodities for use by the District.

#### B. Objectives

1. To enhance the education mission of Granite School District by the procurement of all materials, equipment, supplies, services and commodities at the lowest cost consistent with quality, quantity and delivery requirements, and in accordance with District policy and State law in an expeditious and professional manner.
2. To locate and consistently provide adequate and continuing sources for equipment, supplies, etc.
3. To ensure that all departments are provided with the items that will best meet their needs at the lowest possible cost.
4. To provide assistance in obtaining price and delivery information for Requisition and budget purposes and any other help, consultation, or advice on procurement problems.
5. To establish and maintain good vendor relations with all suppliers and keep abreast of market conditions affecting products used by the District.
6. By standardization, consolidation or any other proper means reduce the costs of purchases and maintenance.
7. To insure all contracts negotiated by Granite School District are held in compliance with District and State Procurement Code.
8. To inform and educate District employees that the District does have a Procurement Policy adopted by the Board of Education and conforming to Utah State Purchasing law.

## SECTION 2

### PURCHASING POLICY

#### A. General

The "Granite School District Procurement Policies," which sets forth in detail the District's procurement regulations, was approved by the Board of Education on April 19, 1983, and amended December 9, 1997, is closely tied to the legal requirements by the Utah Code Annotated. Even though certain policies are cited in this handbook, the reader should refer to the District's policy manual for specific details concerning the procurement code.

#### B. Purchasing Authority

The Purchasing Department of the Granite School District has been given the exclusive authority by the Board and State law, unless otherwise stated, to:

1. Initiate, conduct, and/or concludes negotiations concerning the purchase of materials, equipment, supplies and services for the School District.
2. Obligate the School District for goods and services duly Requisitioned and approved.
  - a. **Orders or commitments by the faculty or staff are not binding on the District. Individuals representing the Granite School District without approved purchasing authority cannot obligate the District to any legal commitment.**
  - b. **Individuals who place unauthorized orders and circumvent the Purchasing Department will have to make settlement for the purchase personally.**
3. **The Purchasing Department is not authorized and will not arrange personal purchases for faculty or staff. The use of the District's name directly or by inference to obtain a reduced price for any product being purchased for private use is expressly prohibited.**
4. The Purchasing Department may question the quality, quantity and kind of material Requisitioned or may suggest alternate items.
5. The selection of sources and vendors is the responsibility of the Purchasing Department. Sources may be suggested by departments and they will be considered whenever it is economically feasible or expedient to do so. Local sources are preferred and should be suggested whenever possible.
6. No Purchase Order will be initiated unless funds are available in the budget to cover the cost. If the purchase amount exceeds the Requisition amount by more than 5% or \$200, it will be referred back to the department head for acknowledgment of the increased cost.
7. Advance payments are usually not allowed except for certain purchases with extenuating circumstances, i.e., subscriptions, books, etc. These exceptions will be determined at the time of need.
8. Questions concerning these policies should be directed to the Director of Purchasing.

## SECTION 3

### STOCK ISSUE, REQUISITION AND PAY VOUCHER PREPARATION

#### A. General

This section will outline the requirements and instructions for the preparation and processing of stock issue requests, Requisitions (both remote and hard copy), pay vouchers and the use of the Purchasing Card.

#### B. Procedure

Requisitions, except for remote stock issue requests, must be used in securing all supplies, services, and equipment except those purchases made by pay voucher, the Purchasing Card or school Purchase Orders. Requisitions are not Purchase Orders nor can they be used as such. There are two ways to order supplies: remote stock issue requests and requisitions used to purchase non-stock supply items, services or equipment. For information pertaining to delivery of stock issue items, please call the Warehouse. If there are questions about the specification for a warehouse item call the responsible buyer.

1. Stock Issues (remote and hard copy): The following procedure should be followed when ordering supplies from the Warehouse. A stock issue request (usually for equipment stocked in the warehouse) must be signed with an authorized signature. All remote stock issues cannot be released without the proper electronic sign-off.
  - a. Make certain the correct account number, stock number, description, unit of measure and quantity required appear on the stock issue request, using the current catalog information. **Caution: All hard copy stock issue requests must be typewritten. Be sure any corrections are legible, no strike overs with the typewriter.** These are hard to read and cause problems. Please check all copies.
  - b. Double check the stock number and catalog description to see that they match. Plan ahead and consolidate orders as much as possible. Stock issue requests for less than \$25.00 are discouraged.
  - c. If the stock issue request is for equipment, it will require approval by the Capital Outlay Review Committee. The Purchasing Department requires approval from the Applied Technology Department before any order can be filled using any of its account numbers.
  - d. It is the policy of the Purchasing Department to return any requisition with incomplete or incorrect information to the originator for corrections.
  - e. If there is any possibility of funds being insufficient for the entire order items should be listed by priority.
  - f. Items will be charged to the requesting department or school at the current average cost. Because of price changes and the possibility of running out of stock on some items, the Purchasing Department cannot guarantee the catalog price and/or availability for the entire school year.
  - g. Any items not on hand at the time of the request will be put on back issue and shipped when available. Items are charged to the school only when delivered.

- h. When the items are delivered to the specified location, a piece count will be marked on the delivery copy, and the number of pieces are to be verified by the receiver before signing for the delivery. The order should be unpacked and checked per item within 24 hours and any problems reported to the Warehouse. **Until the problem is resolved, keep the order intact - DO NOT distribute any of it.**
  - i. Provide the correct delivery address and any special delivery instructions. This information is vital if the location code is different from the delivery site, i.e., Young Mothers Program, Special Education, etc.
2. Requisitions for non-stock items: These Requisitions lead to the creation and issuance of a Purchase Order when the needed equipment or material is not stocked in the Warehouse. The following guidelines should be followed when filling a Requisition:
- a. An accurate description and specification for every item listed including a brand name(s), model or catalog number(s), size, color, etc. If the specification is not clear, or is incomplete, a request for clarification will be made by the Purchasing Department. If Purchasing does not receive a response within a 30 days period, the Requisition will be returned to the originator without any purchasing action taken.
  - b. If the item is needed in a hurry type "RUSH" on the Requisition. If needed by a certain date please indicate.
  - c. If the item(s) must be exact and cannot be substituted also type "NO SUBSTITUTE" on the Requisition. When substitutes are not acceptable, a full explanation covering the reason for such restrictions should be included or attached with the Requisition.
  - d. The estimated cost of each item and the price properly extended and a total must be listed on the Requisition. For estimated prices check with Purchasing.
  - e. List the suggested source of supply. Provide copies of correspondence referring to specialty items and the person to contact whenever possible.
  - f. Provide the correct delivery address and the person responsible for receiving the item.
  - g. If used equipment is requested for purchase it will be necessary to have the technicians at the Service Center or the program coordinator evaluate it first. This will assure that not only will we receive a good price but that the equipment meets specification and will qualify for maintenance by the Service Center. The Requisition must state that the equipment requested is used and must have the signature of the program coordinator or a foreman or supervisor at the Service Center.
  - h. In some emergency situations a buyer will issue a Purchase Order number on a Requisition before the Purchase Order is printed (these should be on rare occasions). In these situations the Requisition must still meet all the requirements listed above and must have sufficient funds to cover the purchase.
  - i. The following items are provided by the District but are not available at the Warehouse: Envelopes or bond paper to be imprinted must be ordered on a separate stock issue request sent directly to the Printing Services Department.

4. Requisitions for non-stock items that are to be purchased with school funds and exceed the purchase amount allowed in Memorandum Number Nine: These are Requisitions for items that a school will pay for with school generated funds and are not given a Purchase Order until the Purchasing Department has received a school check for the amount in full.
  - a. The quickest method for this type of purchase is as follows:

Step 1--Fill out the Requisition following paragraph 3 above, a. through f., then type school will pay on the Requisition.

Step 2--Send the Requisition to the Purchasing Department.

Step 3--After locating the item and its cost, a Purchasing Department buyer will notify the originator of the amount needed on the school check.

Step 4--Send the check, made out to Granite School District, directly to the appropriate buyer who will then place the order for the item. If the item is equipment, the proper approvals will be necessary prior to the purchase.
5. Cut off dates for a fiscal year: During April, each year, a memorandum is sent to all department heads, principals and school secretaries giving information on the cut off dates of Requisitions and stock issue requests prior to the transition between fiscal years. **The instructions in this memo must be followed to prevent loss of budgeted funds.**
  - a. Any stock issue request that requires a credit or some type of adjustment must be processed in the same fiscal year. Credits cannot be carried over from one fiscal year to another.
6. Pay Vouchers: Pay Vouchers are a method of paying for items that do not need to be bid and are sent directly to the Accounting Department. Because Pay Voucher expenditures are entered and paid directly by the Accounting Department they are restricted in their uses to the following purchases:
  - a. Items less than \$500.00. The Pay Voucher must have the vendor's original invoice attached. The only exception is where the Pay Voucher is being used with an order form. In this case the vendor's completed order form must be attached and include correct prices and freight charges. Vouchers without the proper forms will be returned to the originator. Please show in the description area to whom and where the order is to be shipped.

When ordering supplies, etc. less than \$500.00 without an order form or invoice, contact the vendor and give a Pay Voucher number. Attach the invoice to the Pay Voucher when items are received and send to Accounting for processing.
  - b. Reimbursements. Sales tax on reimbursements will not be paid but will be deducted from the total amount requested for reimbursement. In order to avoid paying sales tax on small purchases it will be necessary to provide the store where the purchase is made with a form TC-721 filled out and signed by the Supervisor, Principal, Director, etc. The only other way to avoid sales tax is to make all purchases either with a school check, Pay Voucher or Purchasing Card or Purchase Order.
  - c. Insurance.

- d. Travel. This includes payments for lodging, registrations, per diem, air fare, mileage (out of the county), ground transportation, etc. Attach the original and one copy to the Pay Voucher.
- e. Utility payments. All utility payments must be on Pay Vouchers. This will expedite the timely payment of utility bills.
- f. Any equipment costing more than the limit set in Administrative Memorandum Number Nine cannot be purchased by the use of a Pay Voucher or Purchasing Card and will not be approved by the Purchasing Department. All purchases of equipment costing more than the set limit must be submitted on a Requisition and receive approval from the Capital Outlay Review Committee.
- g. Pay Vouchers or Purchasing Card for out of state purchases for less than \$500.00 can be used if either one of the following criteria can be met:
  - (1) You have an order form (subscriptions, book orders, etc.) attached which includes the correct price and freight charges.
  - (2) You have an invoice attached which includes all costs for the item.

If you cannot meet one of the above criteria for an out of state purchase then you must use a Purchase Order Requisition and the Purchasing Department will take care of placing the order.
- h. Pay Vouchers must show the following:
  - (1) Invoice number if paying an invoice.
  - (2) Vendor name and address.
  - (3) Social Security number of the person being paid, if an individual.
  - (4) Signature and date of person preparing the voucher.
  - (5) Signature and date of supervisor and/or director.
  - (6) Correct account number.
  - (7) The attached invoice must be itemized and show each item purchased and individual pricing for each item.

All walk-through items must be to the Accounting Department by **10:00 a.m.** For additional Pay Voucher forms call the Account Payable Department.

The Purchasing Department may determine at any time that the use of a Pay Voucher or Purchasing Card is the best method for making a particular purchase. To accommodate these situations the Purchasing Department may authorize the use of a Pay Voucher for a purchase costing more than \$500.00. All Pay Vouchers that total more than \$500.00, except for c. and d. above, must have the prior approval and signature of a purchasing agent before they will be processed for payment. This includes any grant money regardless of the budget from which it comes.

## SECTION 4

### BIDDING REQUIREMENTS AND PURCHASING LIMITS

#### A. General

Bidding requirements and purchase limits for Granite School District are set forth in "Administrative Memorandum Number Nine," "Granite School District Procurement Policies" and "Utah State Code." The Purchasing Department urges you to become well acquainted with the information provided in Administrative Memorandum Number Nine and to follow its instructions closely.

#### B. Procedure

The Purchasing Department is responsible for the purchase of all goods, supplies, equipment and services used by the Granite School District, except as allowed by Administrative Memorandum Number Nine.

1. Delegation of purchasing authority: The Board of Education may delegate such authority as deemed appropriate as per Utah Code 53A-3-405, "An officer or employee of a school district may not make a purchase or incur indebtedness on behalf of the district without the approval and order of the board."
2. Authority of procurement officers: Procurement officers may take any action of a procurement nature to advance economic well-being and efficient operation of the school district so long as that action is not in conflict with the Utah Procurement Code or the Board of Education policies or administrative regulation.
3. Small purchases: Any purchase less than \$20,000 for supplies, equipment and services and \$80,000 for construction is considered a small purchase, Subpart 3-3, Granite School District Procurement Policies. The same section states, "Procurement requirements shall not be artificially divided to avoid using the other source selection methods."
4. Board limits: "The expenditure of any sum in excess of \$20,000 for supplies, equipment, or services requires prior approval of the board." See "Policies, Rules and Regulations of the Board of Education," Article VI, Section C. Any purchase that fits this category will take longer to process because of the time required for the bidding or RFP process and the need for board approval. These types of purchases should be requested with this time requirement in mind (usually a minimum of 30 days).
5. School purchases: Schools may make small purchases by following the direction given in Administrative Memorandum Number Nine.
6. Minimum Purchase Order amounts: Because of the cost involved in writing and processing a Purchase Order, it should be for an amount of at least \$50.00. Any order smaller should be handled by using a Pay Voucher or Purchasing Card.
7. Bidding: By direction of State law and for the purpose of supporting local businesses, Purchasing will place orders locally whenever practical. Quotations are solicited from the widest practical selection of firms with proven performance and from whom the best price can be obtained commensurate with quality, required delivery and the general requirements of the purchase.

In the selection of possible suppliers, all applications are given equal consideration if after

evaluation they are considered qualified. These firms comprise a bidders' list compiled by the Purchasing Department and remain active and competitive until conditions cause their removal from the list. Some factors used in this determination are; service, reputation, availability of stock, financial responsibility, technical competence, and proximity. The Utah Preferred Bidder law shall apply to all purchases when applicable (UC 63-56-20.5 & 20.6).

8. Specifications: Specifications shall be drafted with the objective of clearly describing the supply item, commodity, equipment or service requirements and encouraging competition. While the use of brand names is an essential element in the preparation of specifications, brand names are used for descriptive purposes only, and except in "NO SUBSTITUTE" situations the statement "or acceptable substitute" will be typed on the Request for Quotation or Invitation for Bid.
9. By their nature, some commodities and services lend themselves to annual and biannual bids. The practicality of this type of bidding will be determined by the Purchasing Department. These types of long term agreements will be secured when it is in the best interest of Granite School District.
10. Once a Purchase Order is issued only the purchasing agent who originated it may change any item or price listed on it. All communication with the vendor for any changes on the Purchase Order must be coordinated and done by the Purchasing Department and with its approval. Failure to follow these instructions may invalidate the Purchase Order and will delay payment to the vendor.

## SECTION 5

### EMERGENCY PURCHASES

#### A. General

"An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemic, riots, equipment failure, or such other reason as may be determined by the chief procurement officer or his designee. The existence of such condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods (UC 63-56-24)."

#### B. Procedure

"Emergency procurement shall be limited to only those supplies, services, or construction items necessary to meet the emergency (UC 63-56-24)."

1. **Lack of planning and failure to anticipate requirements as far in advance as possible does not constitute an emergency.**
2. Requisitions for items needed on a rush basis should be hand-carried directly to the Purchasing Department. These items will be processed immediately unless bidding or other requirements prohibit it.

## SECTION 6

### RECEIPT AND ACCEPTANCE OF MATERIALS

#### A. General

Granite School District receives large quantities of materials at its various locations. The proper receipt of these materials will prevent problems with vendors and expedite the availability of needed goods.

#### B. Policy

When materials are received, the following steps must be taken to protect the District's interest and assure prompt payment to the vendor.

1. Receiving goods: Any school or department receiving goods must inspect them for obvious damage, irregularities, or discrepancies. If any of these conditions exist, it shall be recorded on all copies of the shipping ticket, the bill of lading, etc. If the order is in such condition that it appears there is "possible hidden damage," write this statement on all copies of the receiving document then sign and date the receiving document and have the delivery vehicle driver do the same. CAUTION: Once received the order should be opened immediately and checked for any hidden damage.

The Requisitioning department is responsible for notifying the Purchasing Department immediately if any of the above is found. This notification should be made the same day, if possible, and include the following information:

- a. The vendor's name and Purchase Order number.
  - b. Date received.
  - c. Items damaged and their condition and also condition of the shipping container upon receipt.
2. Damaged goods procedure: All damaged materials should be preserved in their original condition and shipping containers until any and all claims are resolved. This is very important. Before a claim can be filed, an inspection by the carrier must be made of the packaging and shipping material as well as the damaged merchandise. It is the responsibility of the receiving school or department to contact the carrier immediately concerning any damage. Contact the Purchasing Department (call the responsible buyer if known) if you need help.
  3. If there are no problems with the order: The blue copy of the Purchase Order with an authorized signature and any delivery tickets, invoices, etc., should be sent immediately to Accounts Payable in the Accounting Department. Serial number, model number and location should be entered on the blue copy of the Purchase Order for equipment before it is sent to Accounts Payable. There may be some cash discounts available upon prompt payment so it is important that there be no delays. This will also prevent service charges on the order.
  4. Receiving material without a Purchase Order: Do not receive material for which you do not have a Purchase Order. When material is received, which is not ordered, is defective, or in any way unacceptable, the Purchasing Department should be notified. The Purchasing Department will arrange for the return or exchange of the material.
  5. Receiving material that belongs to another department or location: If material is signed for and

belongs to another department or school it is essential that contacts with the proper recipient be made as soon as possible. Remember the person accepting delivery is held responsible for all the materials received, **correct or not**.

6. Stamping textbooks: CAUTION: Stamping textbooks will mean they cannot be returned and become the property of the district.

C. Receiving Warehouse orders.

1. Warehouse stock issue requests are consolidated into one large order per delivery location. This consolidation is necessary to increase efficiency of order picking and to reduce the need of packing each stock issue request separately.
2. When a delivery is made, copies of the stock issue requests will accompany the pick list. A piece count will be marked on the delivery copy. The number of pieces should be verified by the person receiving the order before signing for the delivery.
3. Checking orders.
  - a. Regular orders should be unpacked and each item checked within 24 hours. Any problems must be reported to the Warehouse before the order is distributed.
  - b. Large orders should be checked as soon as possible. Again, it is very difficult to handle mistakes if the order has been distributed throughout the facility. In most cases' problems can be resolved if the order is not broken up.
  - c. Requests for correction of mistakes made by warehouse personnel and replacement of damaged material must be made, by phone, immediately after the order has been checked. IMPORTANT: Please remember orders should not be distributed or stored prior to your request for replacement. Please call the warehouse, 263-6286, as soon as the error is discovered. Problems that extend beyond a reasonable period of time are not the responsibility of the warehouse. If the warehouse accepts the liability of the mistake or damage, the problem will be handled with a DIRECT EXCHANGE.
4. Return for Credit
  - a. Current warehouse items that are no longer needed or that were ordered by mistake can be returned for credit but a 10% restocking fee will be charged. In the case where the warehouse made the error no restocking fee will be charged
  - b. The Central Warehouse will only accept returns on current stock items that were issued in the current fiscal year.  
NOTE: Credits for warehouse items must be issued in the same fiscal year they were ordered. Requests for credits should be turned in a month ahead of the fiscal year cut off. Credits cannot be given for stock issue requests processed in the last week before cut off. MISTAKES MADE BY THE WAREHOUSE WILL BE CORRECTED BY DIRECT EXCHANGE. MISTAKES IN ORDERING BY THE SCHOOL OR DEPARTMENT MUST BE CORRECTED BY RETURN AND CREDIT.
  - c. The item must be new, in its original package or container, and listed on the current Warehouse Stock Status Report. A copy of the original stock issue receiving document must accompany the item when returned. Upon receiving the item it will be inspected and received into stock if deemed acceptable by the buyer and Central

Warehouse staff. Credit will be issued to the original warehouse issue document and respective account number.

- d. If you have surplus items that were purchased in a previous fiscal year, warehouse personnel can advise you as to which schools in the district are using the product. You may be able to negotiate a trade and help another school. If not, you can return them to the warehouse and they will dispose of them for you.

5. Defective Products Received from the Central Warehouse

- a. All items judged defective should be discussed with the warehouse or the respective buyer. Please call and discuss the problem to determine the procedure that will best rectify the problem. Each problem has its own unique solution. Please call before taking any action.
- b. If the problem is an isolated one and not a repeat situation, the value of the item is an important factor, i.e., a twenty-five cents leaking pen. It will cost more to exchange the pen than it is worth. These types of problems should be noted and the pen discarded. If the problem persists please notify the buyer. If the acquisition value of an item exceeds ten dollars then it should be returned to the warehouse for an exchange or credit.

## SECTION 7

### REPAIR OF EQUIPMENT

#### A. General

The District has procedures for getting equipment repaired. If these procedures are followed, the equipment will be repaired in a timely manner and with less down time.

#### B. Procedure

Most repairs on equipment or facilities are handled by the Granite School District Service Center. It is the policy of the District to use the expertise of the Center's trained technicians. There are two ways to accomplish getting repairs made:

1. Repairs of portable equipment: When any portable equipment, i.e., a vacuum, a cassette recorder, electric drill, etc. needs repair, do the following:
  - a. Fill out an "Equipment Repair Form" (these are available from the Warehouse and are listed in the Supply Catalog) and attach it to the equipment that needs repair. Complete the instructions on the form. Incomplete information may result in loss of equipment.
  - b. This equipment will be transported by the District mail service to the Service Center for repair. Place the item by the out going mailbag in a conspicuous way so the mail service person can see it or tell them so it is not missed when the mail is picked up. Have the repair form signed by the pick up person and keep the proper copy.
  - c. When it is repaired it will be returned to its origination point by the mail service and the Equipment Repair Form signed by the receiver.
2. Repairs of non-portable equipment: When any non-portable equipment, either too large for transport by the mail service or too many, i.e., chairs or desks, or the facility needs repair do the following:
  - a. Fill out a "Work Order" form, these are available from the Warehouse and are listed in the Supply Catalog. Follow the instructions on the form.
  - b. Send the Work Order to the Service Center. If the repair is of an emergency nature, call the Service Center and explain the problem.
  - c. The Service Center will do either the repair or contract for the work. Do not contract the repair directly with any company or any individual. This will be done by the Service Center if necessary.
3. Equipment or furniture is condemned by the Service Center: If equipment and/or furniture that is condemned by the Service Center needs to be replaced, a copy of the condemnation must be attached to the Purchase Order Requisition or the Stock Issue Request for the replacement equipment. This requisition is filled out and initiated by the school or department.

Note: The Equipment Transfer Form is used as the condemnation document and is available from the Warehouse and listed in the supply catalog.

- a. If the equipment or furniture is requested for replacement, a copy of the condemnation must be attached to the replacement Requisition. If this is not done, the request for replacement will be delayed and may be rejected.
- b. It is necessary to have the equipment or furniture condemned before requesting its replacement so the procedure in paragraph 3. a. above must be followed.

4. Reasons for condemnation are:

- a. The price to repair the item will exceed 70% of the cost for replacement. This repair price includes parts and labor.
- b. Repair parts are no longer available or cannot be manufactured without difficulty or the cost being prohibitive.
- c. Equipment does not meet safety standards and cannot be upgraded or the cost of upgrade is prohibitive.

## SECTION 8

### TRANSFER OF EQUIPMENT

A. General

Equipment is transferred for several reasons by either the Warehouse or the Service Center. The reasons being the equipment either has been declared surplus, condemned or is to be redistributed.

B. Procedure

Items declared surplus (including books, see Administrative Memorandum Number Sixteen) will be moved to the Warehouse or to another school only after a "Transfer Form" is sent to the Purchasing Department. **Only the Warehouse has the authority to sell surplus property regardless of its source (for exceptions see Administrative Memorandum Number Sixteen).**

1. Equipment and furnishings are moved from the site in two ways:

- a. Transported to the Service Center by the mail service on an Equipment Repair Form; or,
- b. Picked up by the Warehouse in response to a Transfer Form filled out by the Service Center and signed by the Purchasing Department. This is usually done when there are a large number of items or the item is too large to be moved by other than the Warehouse.

EXCEPTION: When pianos are moved from one building to another this is done by the Service Center on a contract with a local mover.

2. Surplus or condemned equipment and books: Equipment and books (see Administrative Memorandum Number Sixteen) that are declared surplus or condemned and are moved to the Surplus Warehouse will either be sold to the public, held for redistribution as needed or sold for salvage.

CAUTION: If an item is declared surplus by the using facility and shipped to the Warehouse it will not be replaced. This only happens with condemned items.

## SECTION 9

### CONDEMNATION OF EQUIPMENT AND FURNISHINGS

#### A. General

The replacement of equipment and furnishings must be done in an orderly manner to avoid confusion, misunderstanding and to save money. The District has set up a procedure to follow that will allow each department or school to have their needs reviewed and considered. Though the procedure may appear to be discriminatory and slow at times, it is necessary to avoid budgetary problems and conserve funds for equipment.

#### B. Procedure

Only certain people in Granite School District have been authorized to condemn equipment and furnishings (see below). Any request for replacement of condemned equipment and/or furnishings must be accompanied by a copy of the condemnation, GSD Form: 01/08/06-88 Equipment Transfer Form.

1. Condemnations: Condemnations, in most cases, will be performed by the Maintenance Department Foreman or Supervisor normally involved with the repair of those items in question. The following is a list of people and the category of equipment or furnishings they are authorized to condemn:

- |    |   |  |
|----|---|--|
| a. | Carpentry & Hardware Department<br>Dave Clarkt, Foreman       | Non-upholstered furniture, etc.  |
| b. | Paint & Interiors Department<br>Jim Lindquist, Foreman        | Window roll-up blinds  |
| c. | Grounds & Welding<br>Don Hofman, Foreman                      | Playground equipment, etc.   |
| d. | Electrical & Fire Protection Dept<br>Ray Kirchhoefer, Foreman | Phones, vacuums, fire extinguishers,<br>etc.                                 |
| e. | Plumbing & Heating Department<br>James Lerdahl, Foreman       | Mechanical systems, some Voc. Ed.<br>equipment, some science equipment, etc. |
| f. | Electronics & Media Department<br>Johan Leeflang, Foreman     | Intercoms, audio visual equipment,<br>computers, copy machines, etc.         |
| g. | Fleet Maintenance<br>Michael Faber, Foreman                   | Upholstered furniture, vehicles, etc.  |
| h. | Police Department<br>Jerry Nielsen, Police Chief              | Wireless radio equipment, etc.   |
| i. | Bates Food Center<br>Ron Smith, Foreman                       | Food preparation equipment (not part of<br>the facility)*                    |
| j. | Secondary Physical Education<br>Steve Cramblitt               | Sports equipment (not part of the<br>facility)*                              |

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|----|--|---|
| k. | Darrell Andelin, Coordinator<br>Sherry Marchant, Coordinator | Vocational Education Equipment<br>Vocational Education Equipment            |
| l. | School Facilities<br>Jim Day, Director                       | Carpet*   |
| m. | Custodial Services<br>Kent Fine, Custodial Supervisor        | Drapes, stage curtains, levelor type<br>window coverings and entrance mats* |
| n. | High School Services<br>Clint Frohm                          | Musical instruments*  |

2. Exceptions

- a. Ladders, scaffolding will be condemned by the Foreman of the Paint and Interiors Department.
- b. Used, donated equipment will not be condemned unless it is identified on the school fixed asset inventory system for one year. Condemnation of this equipment will require a written statement from the Administrator that expresses the need for this equipment to be purchased.
- c. Obsolete equipment still in working order must be reviewed by the instructional coordinator for that department. Condemnation of this equipment will require a written statement from this coordinator as to why we are condemning and the need to replace.

3. Equipment normally repaired by contracted services: Home Economics and Vocational Education equipment should include a repair estimate and cost of replacement. In most cases, the cost of repair should exceed 70% of replacement cost, unless repair parts are no longer available.

Any questions on the items that do not meet the above criteria should be forwarded to the appropriate department supervisor or Director of Purchasing, before proceeding.

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\*Equipment not normally repaired by the Maintenance Department.

## SECTION 10

### DISPOSITION OF SURPLUS PROPERTY

#### A. General

Only the Warehouse Supervisor or the Director of Purchasing has been authorized to sell or trade district surplus property. This may be done by competitive sealed bidding, auctions or sales to the public.

#### B. Procedure

The Surplus Warehouse is responsible for all surplus property and its sale or redistribution throughout the district. This requirement is mandated by State law and district policy. (See Administrative Memorandum Number Sixteen.)

1. Property coming into the Surplus Warehouse must be accompanied with a valid "Equipment Transfer Form" signed by the appropriate person. The only exception is property that is being stored for a school or a department. Property to be stored must be accompanied by a work order.
2. Property will not be received at the Surplus Warehouse on designated sale days. The designated sales day will be the last scheduled working day of the week. Sales are open to the public and GSD employees. Sale days are subject to change depending on the circumstances.
3. Salvage property will only be sold to salvage yards.
4. Surplus property is available for re-use by schools and departments. Items may be selected each Thursday from 12:30 to 3:15 p.m. Calls to the Surplus Warehouse on other days or hours, to reserve property, are not allowed. All items are available on a first come, first served basis.

## INDEX

Authority of procurement officers	8
Bidding	8
Bidding requirements and purchase limits	8
Board limit	8
Checking orders	12
Condemnation of equipment and furnishings	14-15, 17
Condemnations	17
Cut off dates for fiscal year	6
Damaged goods procedure	11
Defective products from warehouse	13
Delegation of purchasing authority	8
Disposition of surplus property	19
Emergency purchases	10
Equipment and furnishings are moved from the site in two ways	16
Equipment Transfer Form	14
Minimum Purchase Order amounts	8
Pay Vouchers	6
Purchasing Policy	3
Problems on orders	11
Property not received at Surplus Warehouse on sale days	19
Purchasing Authority	3
Purpose and function of the Purchasing Department	2
Reasons for condemnation	15
Receipt and acceptance of materials	11
Receiving goods	11
Receiving material belonging to another department or school	11
Receiving Warehouse orders.	12
Receiving material without a Purchase Order	11
Repair of equipment	14
Repair of non-portable equipment	14
Repair of portable equipment	14
Requisitions for non-stock items	5
Requisitions for non-stock items purchased with school funds	6
Return for credit	12
Salvage property	19
School purchases	8
Small purchases	8
Specifications	9
Stamping textbooks	12
Stock issue, Requisition and Pay Voucher preparation	4
Stock Issues	4
Surplus or condemned equipment and books	16
Surplus property available for re-use	19
Transfer of equipment	16
Walk-Thru stock issue requests	4

