

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 606
FINANCES**

PURCHASE ORDERS

A purchase order is a legal document governed by the Law of Contracts. Statutory guidance relating to procurement of goods and services by a public body, including the Carson City School District, is governed by Chapter 332 of the Nevada Revised Statutes. When a purchase order is issued accepting a vendor's offer, a contractual relationship arises. This contract permits the vendor to ship and invoice goods and/or services and commits the Carson City School District to receive and pay for them.

All ordinary and necessary supplies, equipment, and services must be purchased utilizing the approved purchase order system. Before beginning the purchase order process, the following should be considered:

- All requisitions for purchase must be approved by the budget unit administrator. Refer to individual site procedures to determine the identification of the budget unit administrator and for any further particulars on the requisition process.
- All requisitions for computer and technology items, other than disposable supplies, shall be reviewed and approved by the Director of Innovation and Technology.
- The District's material services warehouse stock and contract catalog or the District's purchasing website should be reviewed to determine whether an item is presently under contract or available through the in-house requisition system.
- Funds must be available in the proper budget category to enter the purchase order ~~and~~ before it is issued to the vendor.
- All Board policies, regulations, and bidding requirements must be followed.

Procurement Card – The Procurement Card (P-Card) is a MasterCard credit card issued by Bank of America to be used for official CCSD purchases of goods and services. An employee is eligible for a card if the employee meets the requirements listed in the Cardholders Manual and is recommended by his or her supervisor. All policies and procedures in the manual must be followed; a CCSD Cardholder Agreement must be completed and a training session must be attended. Contact the program administrator (Material Services Supervisor) for details on this program.

Anyone requesting that items be shipped to Central Receiving must provide vendor, requester, location, and product information to the Warehouse Coordinator via email.

REGULATION NO. 606 – CONTINUED

Spending thresholds are listed below:

CATEGORY	MONTHLY LIMIT	(and)	SINGLE PURCHASE LIMIT
A	\$1500		\$250
B	\$2500		\$500
C	\$5000		\$1000
D	\$10,000		\$2500

Reference: NRS Chapter 332

Adopted: July 1, 1983

Revised: January 13, 2004

June 15, 2007

December 14, 2010

May 10, 2011

July 12, 2016

October 22, 2019