

Requisition Amount	Policy	Procedure
Less than \$8,000.00	Use good business practices	<ul style="list-style-type: none"> ○ Determine if a District Bid/RFP exists by contacting the Purchasing Department or by checking the Previously Awarded Contracts website at http://www.leon.k12.fl.us/public/business/purchasing/previously awarded bids and cont.htm ○ When applicable buyer should obtain competing quotes. ○ When necessary, contact the Purchasing Department to assist you in finding suppliers. ○ Check with the Small Business Development Office for SBE vendors.
\$8,000.00 - \$14,999.00	Request three Quotes	<ul style="list-style-type: none"> ○ Determine if a District Bid/RFP exists by contacting the Purchasing Department or by checking the Previously Awarded Contracts website at http://www.leon.k12.fl.us/public/business/purchasing/previously awarded bids and cont.htm ○ When necessary, contact the Purchasing Department to assist you in finding suppliers. ○ Check with the Small Business Development Office for SBE vendors. ○ Obtain three documented quotes. ○ Complete the “Purchasing Phone Quote Form” found on the LCSB forms on line website at http://www.forms.leon.k12.fl.us/index.asp . Index “P” or submit documentation of three quotes obtained. ○ Forward a copy of the quotes to the Purchasing Department and keep a copy at your site for audit purposes. ○ The Purchasing Department reserves the right to verify, re-quote or require written quotes.
\$15,000.00 - \$24,999.00	Sealed Quotes	<ul style="list-style-type: none"> ○ Determine if a District Bid/RFP exists by contacting the Purchasing Department or by checking the Previously Awarded Contracts website at http://www.leon.k12.fl.us/public/business/purchasing/previously awarded bids and cont.htm ○ When necessary, contact the Purchasing Department to assist you in finding suppliers. ○ Check with the Small Business Development Office for SBE vendors. ○ Forward an electronic (WORD) copy of the specifications for the items/services that are to be procured to the Purchasing Department. ○ Forward a list of vendors that are capable of providing the items/services to be procured to the Purchasing Department. ○ The Purchasing Department will prepare an Invitation to Quote and solicit a minimum of three vendors to provide quotes. ○ Allow a minimum of ten (10) business days for solicitation and award. ○ The Purchasing Department will contact you with the award information and you may enter a requisition for purchase order at that time.
Over \$25,000.00	Formal Bid required	<ul style="list-style-type: none"> ○ Determine if a District Bid/RFP exists by contacting the Purchasing Department or by checking the Previously Awarded Contracts website at http://www.leon.k12.fl.us/public/business/purchasing/previously awarded bids and cont.htm ○ Contact the Purchasing Department to initiate the bid process. ○ Complete a manual “Purchase Requisition Form” found on the LCSB forms on line website at http://www.forms.leon.k12.fl.us/index.asp . Index “P”. Include the budget coding strip for the procurement in order to obtain Finance approval of funding source prior to going to bid. Forward the form to the Purchasing Department. ○ Forward an electronic (WORD) copy of the specifications for the items/services that are to be procured to the Purchasing Department. ○ Forward a list of vendors that are capable of providing the items/services to be procured to the Purchasing Department. ○ The Purchasing Department will prepare a formal Bid/RFP document and solicit a minimum of three vendors to respond. ○ Allow a minimum of ninety (90) days for solicitation and final contract award approval by

		<ul style="list-style-type: none"> ○ the School Board. ○ The Purchasing Department will contact you with the award information and you may enter a requisition for purchase order at that time.
Emergency Purchase	Emergency	<ul style="list-style-type: none"> ○ In the event that a true emergency exists and there is insufficient time available to follow the established procurement guidelines at a minimum best business practices should be utilized. An emergency purchase is one brought about by a sudden unexpected event or by circumstances or causes beyond the control of the Board. ○ Enter the requisition into TERMS and forward a letter/Memo to the Purchasing Director that documents the nature of the emergency. ○ If in excess of \$25,000.00 the Purchasing Department will prepare a board agenda and seek ratification of the purchase order by the School Board.
Sole Source or No Substitute Purchase	Sole Source/No Substitute Form	<ul style="list-style-type: none"> ○ A single or sole source item is a commodity or service for which an individual, or group of individuals, has the sole and exclusive right to manufacture and/or sell or provide, or a commodity which must be compatible with existing district equipment or operations. ○ Enter the requisition into TERMS and complete a "Request for Sole Source" form located at the LCSB forms on line website at http://www.forms.leon.k12.fl.us/index.asp. Index "R". Forward the completed form to the Purchasing Director for approval. Additionally, the Purchasing Director could request a sole source letter from the vendor if deemed necessary. ○ If in excess of \$25,000.00 the Purchasing Department will prepare a board agenda and seek ratification of the purchase order by the School Board.