

Purchasing Guidelines and Procedures

According to Purchasing Policy 3205, it is the general policy of the Board of Education that the purchase of all goods and services be at the lowest possible cost in the best interest of the school district.

Purchasing guidelines for supplies, materials and equipment:

When entering a PO that requires a quote, type quote information in the internal comments section of the PO and email quotes to purchasing@uticak12.org.

≤ \$3,499.99 no quote required

\$3,500 - \$9,999.99 – Phone quote from 3 vendors

\$10,000 - \$28,047.99 – Written quote from 3 vendors

≥ \$28,048 (state threshold, adjusted annually in October) – Board of Education approval with a competitive bid, consortium, or cooperative bid. Please email purchasing@uticak12.org to request a formal bid, this process takes approximately 30 days.

Reminder when entering purchase orders

If a PO needs to be emailed to a vendor please indicate the email address that you would like it sent to or if the PO does not need to be emailed/mailed type “confirming” in the “comment section” of the PO.

When entering PO's, the contract number, account number and quote number if available must be entered in the comments section of the PO.