

Emery County School District Decision Chart for Purchasing

Procurement Threshold	DISTRICT ACCOUNTS			SCHOOL ACCOUNTS		
	POLICY	APPROVAL	FORM	POLICY	APPROVAL	FORM
\$0–\$500	Select best source--make reasonable effort to check multiple sources	Principal's Designee, Principal or Supervisor	P.O. or Expense Authorization Form	Select best source--make reasonable effort to check multiple sources	Principal's Designee or Principal	Expense Authorization Form
\$501–\$1,000	Select best source--make reasonable effort to check multiple sources	Principal or Supervisor and Business Administrator	P.O.	Select best source--make reasonable effort to check multiple sources	Principal	Pre-Approved Expense Authorization Form
\$1,001–\$5,000	Minimum of two competitive quotes--send quotes to District purchasing	Principal or Supervisor and Business Administrator	P.O.	Minimum of two competitive quotes--purchase from lowest	Principal	Pre-Approved Expense Authorization Form
\$5,001–\$50,000	Minimum of two competitive quotes--send quotes to District purchasing	Principal or Supervisor and Business Administrator	P.O.	Minimum of two competitive quotes--send to Business Administrator	Principal and Business Administrator	Pre-Approved Expense Authorization Form
> \$50,000	Competitive bidding or RFP process managed by District purchasing	Business Administrator & Superintendent (Board President if > \$100,000)	Invitation to bid or RFP	District Managed	N/A	N/A
Construction Projects: \$0-\$25,000	Select best source--make reasonable effort to check multiple sources.	Maintenance Supervisor, Business Administrator & Superintendent	P.O. or Expense Authorization Form	District Managed	N/A	N/A
Construction Projects: \$25,001 - \$80,000	Two competitive quotes--purchase from lowest quote meeting specifications	Maintenance Supervisor, Business Administrator & Superintendent	P.O. or Expense Authorization Form	District Managed	N/A	N/A
Construction Projects > \$80,000	Competitive bidding process through District purchasing	Business Administrator, Superintendent and Board President	Invitation to bid	District Managed	N/A	N/A
Professional Services Any Amount	Competitive bidding or RFP process managed by District purchasing	Business Administrator & Superintendent (Board President if > \$100,000)	Invitation to bid or RFP	Competitive bidding or RFP process	Principal, Business Administrator, and Superintendent	Invitation to bid or RFP