



# Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 3310  
Page 1 of 1

## Business and Non-Instructional Operations

### Purchasing Procedures

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law.

The purchasing department is responsible for purchasing all district supplies, equipment and services. Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.

Under no circumstances may district employees make purchases for the district or in any way encumber district funds, other than in accordance with established procedures.

Policy adopted: 1-13-87  
revised: 2-08-05

Legal Reference:  
EDUCATION CODE  
17604  
17605  
35250