



Huntington Beach Union High School District Board Policies and Administrative Regulations

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Business and Non-Instructional Operations

Purchasing Procedures

The purchasing of supplies, equipment, materials, and services will be performed by the district Purchasing Department. The following procedures shall be employed to ensure that the district acquires material and services of an appropriate quality level, on time, and at the lowest possible price:

1. Standard specifications for commonly used items shall be developed and maintained to attract competitive prices.
2. An annual Purchasing Calendar will be distributed throughout the district. The calendar will provide for the consolidation of districtwide requirements on a scheduled basis so that broad price competition can be obtained and material bought in quantity at the lowest price.
3. Requisitions will be initiated throughout the district, but authorized by the individual who has responsibility and control of the budget account which will finance the purchase.

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