



Process for Federal Purchases

Basic Order of Actions:



PROCUREMENT

| \$0.01 - \$10,000.00 | \$10,00.01 - \$25,000.00 | \$25,000.01+ |
|--|--|--|
| Gather 1 Quote for needed item(s) from intended Vendor. | Gather a Quote for needed item(s) from 3 different but comparable Vendors (shop around) – 3 Quotes in Total. | Write an RFP and post it to the appropriate place for at least 10 business days. Receive at least 3 bids on the posted RFP. |
| OR | | |
| Review State Procurement platforms for pre-awarded State Contracts. Select a contract that provides the services or goods needed. Request and receive a quote. | | |
| Confirm that the Vendor is in good standing by checking Sam.gov. | | |

APPROVAL

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| If the purchase is over \$25,000.00, it must go before the Board as information in the next available Board Meeting. |
| If the purchase is over \$50,000.00, it must go before the Board for approval in the next available Board Meeting. |
| Create a Purchase Order or Prior Approval document for the intended Vendor(s) and submit it with the quote(s), bids, and other supporting documents. |
| After the purchase has been fully approved, move onto completing the purchase. |

ACTION

| If Goods... | If Services... |
|-------------|---|
| Purchase. | Request and receive a contract and W9 from the chosen vendor. Review and negotiate the contract as needed. Vendor signs the contract. Appropriate school personnel sign the contract. |

RESULTS

| If Goods... | If Services... |
|--------------------|-------------------------|
| Make the purchase. | Services are performed. |

PROOF OF RESULTS

| If Goods... | If Services... |
|--|---|
| Receive an Invoice OR save receipts. | Receive an invoice showing log or itemization of services. Confirm that the contract terms are being fulfilled (hold the vendor accountable). |
| Process the Invoice as outlined in the school's processes. | |

SUPPLEMENTAL SUPPORT

| If Technology... | If Professional Development... |
|--------------------------------|--|
| Tag and log it into inventory. | Collect a Sign In sheet during your event. |