



Administrative Regulation 3310 PURCHASING GUIDES

Responsible Office: Office of Business & Financial Services

REGULATION

1. The purchasing of supplies, equipment and related services shall be in compliance with the Nevada Revised Statutes, which regulate purchasing procedures, and in accordance with the interpretations of law as specified by authorized legal counsel.
2. After the annual operating budget of the Washoe County School District is adopted by the Board of Trustees and becomes operable on July 1 of any year, purchases may be made for all equipment, supplies and related services that are within the scope of the budget. Specific items clearly identified in the budget serve as sufficient authorization to purchase such items.
3. Proposed purchases for goods and services not included in the adopted budget must be authorized at an official meeting of the Board of Trustees prior to any commitment to a vendor.
 - a. Specifications will be developed to ensure standards of quality of supplies and equipment.
 - b. The Superintendent, Chief Operations Officer, Chief Financial Officer and Purchasing Supervisor are responsible for developing and implementing procedures establishing guarantees of performance that will be standard for the majority of purchases and/or be required for purchase of certain special goods or services, while securing the lowest prices for the quantity needed.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.
2. This regulation aligns with Board Policy 3310, Purchasing Guides.

REGULATION HISTORY

Date	Revision	Modification
1-09-1968	1.0	Adopted
6-15-1984	3.0	Revised

5-12-1992	4.0	Revised
11-11-1997	5.0	Revised
10-24-2006	6.0	Revised