

**OKLAHOMA CITY PUBLIC SCHOOLS (OKCPS)**  
**PURCHASING REGULATION**

A Purchase Order (PO) is required prior to the commitment of goods or services for any funding source (*70 O.S. § 5-135*)

In the event the PO is not issued accordingly, the Requisitioner will be required to complete Illegal Purchase (IP) and confirmation PO documentation with approval by the supervisor, appropriate cabinet member, Purchasing Director, and CFO before PO will be converted and reimbursement is considered (reimbursement is NOT guaranteed).

In all aspects of the purchasing process, all District employees should maintain an “arm’s length distance relationship” and remain independent of the process. As stewards of public and federal funding, the receipt of gifts, event or athletic tickets, meals, travel costs, or any other personal benefit must be avoided.

Purchasing activity must be for current fiscal year expenses only. Any invoice or expense reimbursement that does not have a valid PO may require the negotiation of a “friendly” settlement through the District’s Legal Services. Please notify the Purchasing Director immediately upon discovery of invoice or expense reimbursement.

The Requisitioner should follow the steps below before creating the Purchase Requisition (PR) in SAP (District Financial software):

1. Budget availability is confirmed in SAP for the purchase,
2. Required quotes are obtained (see below for thresholds),
3. Best value quote is determined, **and**
4. Vendor is registered in SAP, if not, then a vendor application must be completed (located on the Purchasing website) and submitted to Purchasing for approval.

A PR is not an authority to purchase and the PR number should never be provided to a vendor to initiate a commitment for goods or services for the District.

A draft PR (“U” status in SAP) does not utilize budget and must be updated to a final status before the purchasing process can proceed.

All PRs have a review release (approval) strategy that is determined by the funding source and/or department. All release strategies must be completed before Purchasing will review and convert the PR to a PO. Employees must not complete release strategies for approval of their own purchases (expense reimbursements, travel costs, etc.).

The Requisitioner must upload quote documentation and/or approved travel documents (per Regulations G-39-R1 Travel Expense Reimbursement) to the SAP PR so that the release strategy reviewer has the complete information before approving.

When a Primary Vendor for certain goods/services is determined through a competitive bid process, seeking additional vendor quotes is not required. However, the Primary Vendor's price determination (quote) must be uploaded into the PR.

A Blanket PO is appropriate and approved for the following expenditures:

- Emergency Repairs for District Facility Closed Days
- Utilities
- Food and Commodities
- Purchasing Cards (p-cards)
- Mileage Reimbursements

If there are other expenditures for which a Blanket PO is appropriate, approval must be obtained from the Purchasing Director prior to PO submission.

### **Purchasing Thresholds**

Split purchasing shall not be used to circumvent the purchasing thresholds.

Using Child Nutrition Services Program (CNS) and/or Federal Funds or Grants  
(7 CFR Part 3016.36(d); EGAR 200.320)

Individual purchases with a specific vendor:

- Between \$0.00 and \$3,500.00 must obtain a single written quote.
- Between \$3,500.01 and \$150,000.00 must obtain three (3) written quotes.
- Over \$150,000.00 requires a competitive sealed bid process.
- Over \$250,000.00 per site or department requires
  - i) competitive bidding or adopting a valid state, interlocal or another Oklahoma School District contract for like goods or services; and
  - ii) approval by the OKCPS Board of Education before a PO is issued.

Using Funds Other Than CNS and/or Federal (e.g., General, Building, Insurance, etc.):

A waiver may be obtained from the

- Superintendent, **or**
- Chief Operations Officer (COO) and Chief Financial Officer (CFO) for:
  - i) *Quote requirements, or*
  - ii) *Competitive bid requirements for non-construction purchases.*

Individual purchases with a specific vendor:

- Between \$0.00 and \$3,500.00 must obtain a written quote.
- Between \$3,500.01 and \$250,000.00 must obtain three (3) written quotes.
- Over \$250,000.00 per site or department requires
  - ii) competitive bidding or adopting a valid state, interlocal or another Oklahoma School District contract for like goods or services; and
  - ii) approval by the OKCPS Board of Education before a PO is issued.

**Oklahoma Public Competitive Bidding Act of 1974 (61 O.S. § 101 et seq.) (Act) is subject to the following guidelines and procedures:**

- Includes Rental of Real or Personal Property & Lease-Purchase Agreements (*School Law Section 907*)
- Construction projects \$50,000.00 or above.
- Over \$250,000.00 per site or department requires approval by the OKCPS Board of Education before a PO is issued.