

GOODS (NON-CONSTRUCTION)

Amount	Title I Order Form Pre-Approval	Requisition and Purchase Order Required	SPPS Request for Quote or Price Comparison (RFQ)	SPPS Request for Bid(RFB, Ad Required)	SPPS Request for Proposal	Contract(required if vendor is to access data)	DISTRICT Contract Template(If Contract is required)	Contract Template (If required)	Negotiated By	Legal Review Required, (Only if accompanied by Contract other than Purchase Order)	Contract Signer
.00 - \$3499.99 (for Schools) or \$4999.99 (for Departments and Programs)	Required for all procurement of goods/services prior to or developing a contract. Evidence of: Necessary, Reasonable, Allowable	Not Required (See EXCEPTIONS below). (Title I, Special Ed, Federal Grants, etc) purchases under \$3,500, must be distributed equitably among qualified vendors.(unless you are buying off of a State or other approved contract)	Not Required, Except (Title I, Special Ed, Nutrition Services, Federal Grants, etc, purchases, must get two price comparisons)	Not Required	Not Allowed	Not Required	Required if District signs contract	SPPS Contract Template or Vendor Contract	Department or School	No, unless a Vendor Contract is used or the SPPS Template is modified	See Signature Authority Matrix
EXCEPTIONS Any Dollar Amount	These costs are not allowable on Title I (Hard wiring, nailed or attached to surfaces). Otherwise, required for all procurement of goods/services.	YES, REQUIRED for all of these items; Computers, Notebooks, Tablets(iPads, Book readers, Kindles,etc.) Printers, SmartBoards(Promethean etc.) , Furniture, Appliances, Professional Growth fund items, Construction or any hard-wired items, or anything screwed, nailed or otherwise attached to surfaces. GIFT CARDS ARE NOT ALLOWED TO BE PURCHASED.	Not Required, Except (Title I, Special Ed, Nutrition Services, Federal Grants, etc, purchases, must get two price comparisons)	Not Required (Title I, Special Ed, Federal Grants, etc, purchases, must get two price comparisons) unless purchasing off State or other approved contract.	Not Allowed	Not Required	Required if District signs contract	<u>No Contract</u> PO Only(PO is contract) <u>Contract</u> Vendor Contract****	Department or School (with Title I if using Title I funds)	No, unless a Vendor Contract is used or the SPPS Template is modified	If PO,Purchasing Electronic Signature If Contract, see Signature Authority Matrix
EXCEPTIONS \$1000 - \$4,999.99 \$01 - \$4,999.99 Federal Funds	Required for all procurement of goods/services prior to or developing a contract. Evidence of: Necessary, Reasonable, Allowable	YES, REQUIRED for all items deemed Portable and Attractive, (subject to SPPS Property Control procedures) is considered to have high risk of theft or loss and warrants additional controls over its use and management. Items are identified based on their associated relevant risk, including portability, attractiveness, security, ease and consequences of theft or loss, and difficulty of replacement. (Check any Title I, Special Ed, Federal Grants, other Grants or other specific procedures that may apply to certain funds.)	Not Required, Except (Title I, Special Ed, Federal Grants, etc, purchases, must get two price comparisons) unless purchasing off a State or other approved contract.	Not Required	Not Allowed	Not Required	Required if District signs contract	<u>No Contract</u> PO Only(PO is contract) <u>Contract</u> Vendor Contract****	Department or School (with Title I if using Title I funds)	No, unless a Vendor Contract is used or the SPPS Template is modified	If PO, Purchasing Electronic Signature If Contract, see Signature Authority Matrix
EXCEPTIONS \$1,000-3499.99	Required for all procurement of goods/services prior to or developing a contract. Evidence of: Necessary, Reasonable, Allowable	YES, REQUIRED for Textbooks, Sporting equipment**, Clothing**, and Portable and Attractive items (Check any Title I, Special Ed, Federal Grants, other Grants or other restrictions that may apply to certain funds.)	Not Required (Title I, Special Ed, Federal Grants, etc, purchases, must get two price comparisons) unless purchasing off a State or other approved contract.	Not Required	Not Allowed	Not Required	Required if District signs contract	<u>No Contract</u> PO Only(PO is contract),except for Purchase Card or Direct Pay <u>Contract</u> Vendor Contract ****	Department or School (with Title I if using Title I funds)	No, unless a Vendor Contract is used or the SPPS Template is modified	If PO, Purchasing Electronic Signature. If Contract, see Signature Authority Matrix
EXCEPTIONS \$.01-\$3499.99	Required for all procurement of goods/services prior to or developing a contract. Evidence of: Necessary, Reasonable, Allowable	NOT REQUIRED , for these exceptions; Postage, Field Trips(for field trip transportation and Taxi cabs contact Transportation Department), Food(unless accompanied by a contract for room rental, etc. but must have prior Senior Administration approval) , Memberships, Travel/Hotels / Conferences / Training / Workshops /Registrations(follow travel procedures), Fundraising items (for school fundraisers), Tuition(follow tuition requirements) (Check any Title I, Special Ed, Federal	Not Required (Title I, Special Ed, Federal Grants, etc, purchases, must get two price comparisons) unless purchasing off a State or other approved contract or for Postage or Travel.	Not Required	Not Allowed	Not Required	Required if District signs contract	<u>No Contract</u> PO Only(PO is contract) <u>Contract</u> Vendor Contract****	Department or School (with Title I if using Title I funds)	No, unless a Vendor Contract is used or the SPPS Template is modified	If PO, Purchasing Electronic Signature If Contract, see Signature Authority Matrix
\$3,500-14,999 (for Schools) \$5,000 - \$14,999 (for Departments & Programs)	Required for all procurement of goods/services prior to or developing a contract. Evidence of: Necessary, Reasonable, Allowable	Yes	Not required (recommend 2 quotes be obtained);except for Federal funds expenditures at \$3,500 (including Title I, Special Ed, Nutrition Services, Federal Grants) and other grants. A <u>minimum</u> of 2 quotes are required, department may acquire, but must be approved by Purchasing.***	Not Allowed		Purchase Order Required	Required if District signs contract	<u>No Contract</u> PO Only(PO is contract) <u>Contract</u> Vendor Contract****	Department or School (with Title I if using Title I funds)	No, unless a Vendor Contract is used or the SPPS Template is modified	If PO, Purchasing Electronic Signature. If Contract, see Signature Authority Matrix
\$15,000-24,999	Required for all procurement of goods/services prior to or developing a contract. Evidence of: Necessary, Reasonable, Allowable	Yes	A <u>minimum</u> of 2 quotes are required, department may acquire, but must be approved by Purchasing. ***	Not Allowed		Purchase Order Required	Required if District signs contract	<u>No Contract</u> PO Only(PO is contract) <u>Contract</u> Vendor Contract****	Purchasing (with Title I if using Title I funds)	No, unless a Vendor Contract is used or the SPPS Template is modified	If PO, Purchasing Electronic Signature. If Contract, see Signature Authority Matrix
\$25,000-49,999*	Required for all procurement of goods/services prior to or developing a contract. Evidence of: Necessary, Reasonable, Allowable	Yes	A <u>minimum</u> of 2 quotes are required, Purchasing will acquire quotes. ***	Not Allowed		Purchase Order Required	Required	SPPS Quote or Bid Form	Purchasing (with Title I if using Title I funds)	No, unless a Vendor Contract is used or the SPPS Template is modified	If PO, Purchasing Electronic Signature. If Contract, see Signature Authority Matrix
\$50,000-100,000*	Required for all procurement of goods/services prior to or developing a contract. Evidence of: Necessary, Reasonable, Allowable	Yes	Not Allowed	Required, will be done by Purchasing. ***	Not Allowed	Purchase Order Required	Required	SPPS Bid	Purchasing (with Title I if using Title I funds)	No, unless a Vendor Contract is used or the SPPS Template is modified	If PO, Purchasing Electronic Signature. If Contract, see Signature Authority Matrix
>\$100,000*	Required for all procurement of goods/services prior to or developing a contract. Evidence of: Necessary, Reasonable, Allowable	Yes	Not Allowed	Advertised Bid Required ***	Not Allowed	Purchase Order Required	Required	SPPS Bid	Purchasing (with Title I if using Title I funds)	YES, if using a Contract, NO if a Purchase Order Contract only is issued.	Board of Education approval required. If PO Contract only, then only Purchasing signature required. If Contract, either Board Chair or Superintendent as dictated by Board Agenda Item.

*If a MN State Contract is available, it must be considered first - <http://www.mmd.admin.state.mn.us/process/contract/index.asp> - Access Code: 501181

** Board Policy 713.01 Sweatshop Free Purchasing Policy, requires manufacturer or fabricator(for clothing) to complete satisfactory Sweatshop free paperwork.(not to be completed by vendor selling product unless they are the manufacturer or fabricator.

*** In lieu of Advertised or other Bids or quotes a State of Minnesota or other Joint Powers Contract may be used to purchase. Any Purchase of \$100,000 or more requires advance Board approval.

**** Can not agree to prepay for items and for payment terms of less than 30 days

Non-Construction = Anything not directly related to a specific construction project; Office Supplies, Business Consultants, Training, Software, Computers, Phones, Clerical Services, Real Property, etc.

Construction = Goods, materials, supplies, construct/install/repair labor, or SOQ professional services used solely for the purpose of construction, remodel, renovation or the repair of a building/structure