

FREDERICKSBURG INDEPENDENT SCHOOL DISTRICT

❖ VENDORS

- Bids are legally binding contracts. We have an obligation to honor those contracts. Compliance with bid laws necessitates the utilization of contract vendors when applicable.
- Currently there is no one single “approved bid vendor list”. Additional vendors and pertinent bid information may be obtained at the purchasing resources sites.
- **New vendors:** We have a **large** selection of vendors in our system. Prior to requesting a new vendor, every effort must be made to find the needed items **first**, from an approved contract vendor, or **second**, from a contract vendor already in our system. Every request for a new vendor must document that these efforts were made. The Vendor Request Form is available on the BillieNet.
- If you are unsure as to whether a vendor is an approved contract vendor, contact the Purchasing Agent at Central Office.

❖ QUOTES

- A quote is a means by which to confirm the cost of a purchase and also a means by which to compare vendors’ prices.
- Prices obtained from vendor websites are not valid quotes. To be valid, the vendor must be contacted and a written quote obtained.
- Quotes are not required on purchases from a contract vendor unless:
 - a. contract pricing is unknown
 - b. large quantities are requested
 - c. high cost item(s) are requested
- When requesting quotes from contract vendors, mention appropriate cooperative(s) listed above under purchasing resources. If the vendor holds more than one contract, ask them to quote their most competitive pricing and to reference the cooperative and contract number on the quote.

❖ UNAPPROVED PURCHASES

- **State law requires purchase orders (PO) to be encumbered and approved prior to placing an order.**
- **Purchases made without a properly executed and authorized PO may not be paid from district funds, and persons making such purchases shall assume full responsibility for payment of such purchases.**
- **A purchase is not authorized until it is manually signed by the Assistant Superintendent for Business and Finance. Entering a requisition into the finance system does not authorize the purchase.**

❖ EMERGENCY PURCHASES

- A true emergency (as defined by TEA with regards to purchasing) is a situation that may imperil the health, safety, or welfare of students or the security of a facility.
- It is important that we eliminate emergency purchases for non-emergency situations and to require that all emergency purchases be fully justified. Care should be taken that emergency purchases do not result from improper planning rather than from a true emergency.