VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3512.1 **ADOPTED: 2/14/96**

CLASSIFICATION: General Administrative Policies **REVISED: 05/05/08**

SUBJECT: Equipment and Supplies

Purchases - Supplies and equipment purchased shall be ordered on a requisition signed by the department head or authorized designee. Following this, a purchase order will be issued to the vendor.

Emergency Purchases - Only under extreme urgency will emergency purchases be authorized. In such instances, verbal approval, with a purchase order number, must be obtained from the Associate Superintendent, Administrative Services, or a designated representative.

Building repair and cleaning service requests shall be made to the Director, Facilities Services, or a designated representative, who will make contact with the proper agency.

Open purchase orders will be established annually and departments advised of all vendors. Purchases will comply with Business Office procedures established for open purchase orders.