



## CENTRAL UNIFIED SCHOOL DISTRICT

### Executive Services

4605 N. Polk Avenue · Fresno, CA 93722

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Assistant Superintendent, CBO  
Kelly Porterfield

#### Directors:

Alissa Angle, Child Nutrition

Yolanda Balladares, Fiscal

Services

Bert Contreras, Facility

Planning

Chris Martinez, Technology

Robert Morse, Maintenance,

Operations, Transportation

## Vehicle / Trailer Purchasing Procedure

### 1. QUOTE

Site / Department contacts Transportation Department with the specifications of vehicle / trailer they are interested in purchasing. Transportation will obtain a quote for the vehicle / trailer. If a site / department obtained a quote prior to contacting the Transportation Department, then the quote will require the approval of the Transportation Department.

- All quotes for vehicles / trailers must be legal and registrable in the State of California by the vendor.
- The vendor must also agree to pay applicable State and Federal taxes at the expense of the District.
- If the quote is equal to or above \$50,000.00, then Board approval must be obtained. Information should be communicated to the Executive Secretary II of Executive Services so that the purchase may be placed on the Board Agenda.
- All quotes must comply with bidding thresholds prescribed by law.

### 2. REQUISITION

Site / Department generates a requisition with either the quote obtained by Transportation or the quote obtained by the site / department along with the approval of the Transportation Department. Board approval, if applicable should also be attached as supporting documentation. The requisition along with supporting documents should be forwarded for approval through the normal channel with the last approver forwarding the requisition and supporting documents to the Purchasing Department.

*District Administration*

*Mark G. Sutton, Superintendent*

*Ketti Davis, Assistant Superintendent, Educational Services · Jack Kelejian, Assistant Superintendent, Human Resources*

*Kelly Porterfield, Assistant Superintendent, Chief Business Officer · Paul Birrell, Director, 7-12 and Adult Education*

*Tami Boatright Ed.D, Director, K-8 Education · Andrea Valadez, Administrator, Special Education & Support Services*

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### **3. PURCHASE ORDER –**

Once the approved requisition is received, the Purchasing Department will process a purchase order and obtain an authorized signature. When signed the purchase order will be forwarded to the Transportation Department as well as to the Purchasing / Warehouse Specialist. Upon receipt of the approved purchase order, the Transportation Department will place the order for the vehicle / trailer.

### **4. RECEIPT-**

The Purchasing / Warehouse Specialist will forward a district barcode to the Transportation Department. When the vehicle / trailer is received, the Transportation Department will inspect the vehicle / trailer, affix district barcode, inform requisitioner of status and communicate information needed for insurability as well as capital asset information to the Purchasing / Warehouse Specialist. The Purchasing/ Warehouse Specialist will finalize the purchase order.