

PURCHASING STANDARD OPERATING PROCEDURES (EXTERNAL)		NO: PX-020
Title: Procurement Transactions		Approved:
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1. PURPOSE

To provide the schools and departments with a summary of procurement transactions.

2. SCOPE

This SOP applies to all procurement transactions submitted for the acquisition of goods and services.

3. PROCUREMENT TRANSACTIONS

Procurement transactions will be input into the Business Office Financial Management computer system (MUNIS) in accordance with procedures specified in this SOP. Three types of transactions are used to generate a procurement action:

a. Purchase Requisitions

Goods or Services (OR). Input purchase requisitions for non-standard goods that have a set quantity and unit price. Non-standard goods are items that are not cataloged in the purchasing system (central stores). They do not have district assigned item numbers attached, are generally ordered by means of a vendor catalog, and are not managed through the central stores system.

b. Central Stores Orders

Central Stores Orders (CS). Input a Central Stores Order to order an item that is tied to a School District item number. Items to be ordered by means of a Central Stores Order are listed in commodity catalogs. These catalogs will be provided by the Purchasing Department in PDF or Excel spreadsheet format.

c. P-Card Purchases

4. BIDDING REQUIREMENTS

You are not required to solicit quotations for orders entered through the Central Stores system. The Purchasing Department will issue required IFB/RFQs. However, you are expected to comply with Administrative Regulation 440.12 in regard to solicitation of quotations for Purchase Requisitions. AR 440.12 defines the parameters under which

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telephone quotes and written bid solicitations are required. The Purchasing Department issues all written bid solicitation but you are expected to develop a written purchase description/specification for each item or, in the case of services, a statement of work. In this case, contact the Purchasing Department for guidance/assistance. SOP PX-120 outlines the procedures for telephone quotes.