

Procurement and Inventory Policy

Policy No. 630



Puget Sound ESD Early Learning programs will make purchases in keeping with state and federal laws and funding requirements, PSESD policies and subcontractors' district/agency policies. In the event that these policies differ with each other, the most restrictive policy shall be followed.

Positive efforts will be made to use minority, local/community-owned, women-owned, and family-owned businesses.

Individual expenditures more than \$5,000 will be brought to Policy Council and PSESD Board for approval and then submitted to funding sources for prior approval before purchasing.

For purchases by subcontracting agencies, the provisions of the PSESD Early Learning Subcontract will apply. Files will be maintained at the site for all purchases more than \$5,000.

Inventory records will be maintained in accordance with the Inventory Procedure.

Approved by Policy Council: July 17, 2018

Approved by Board of Directors: September 19, 2018