



3321 C

Purchase Specifications

Regulation 3321 C

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I. PURPOSE

It is the purpose of this regulation to establish what specifications may be used for requests for purchases of materials, supplies, equipment and services.

II. GENERAL STATEMENT OF REGULATION

- A. Request originators and the Purchasing Department shall determine prior to entering a requisition for materials, supplies, equipment or services whether or not the District has an existing contract, or collective purchasing arrangement, state contract or preferred vendor for the item(s) to be purchased.
- B. The Purchasing Department shall provide staff with the specifications of materials, supplies, equipment and services that are subject to a contract entered into by the District, collective purchasing arrangement or state contract for the provision of the same.
- C. The originator of a request is required to specify the material, supplies, equipment or services included in existing District contracts unless the originator can demonstrate that the contracted specified materials, supplies, equipment or services are not appropriate for the intended use.
 1. The requester may consult with the Purchasing Department prior to making an on-line request or shall include information on the on-line process forms to demonstrate the need for a variance.
 2. The principal, site administrator or department head must approve the variance from the contracted materials in order for a variance to be considered.
 3. The Purchasing Department will determine in consultation with the requester whether or not a variance will be granted from contracted materials, supplies, equipment or services.

Legal References:

Minn. Stat. § 123B.20 (Dealing in School Supplies)
Minn. Stat. § 123B.52 (Contracts)

Cross References:

MPS Policy 3300 (Purchasing)