

**3600****PURCHASING**

The Board will be responsible for meeting purchasing needs of the District. Purchasing services will include personnel and equipment necessary to process promptly all approved requisitions and to deliver goods and services promptly. Purchasing services will have as their criteria for all items and services:

- best possible quality;
- lowest possible cost;
- specifications of the user;
- availability when needed;
- least possible expenditure of time for the person requesting; and
- compliance of suppliers and staff with policies.

Reviewed: January 15, 2013

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DJ

Legal Reference: NRS Chapter 332 (Local Government Purchasing Act)