



Catalina Foothills Unified School District #16
2101 East River Road, Tucson, Arizona 85718
(520) 209-7500 | (520) 209-7570 Fax
www.cfsd16.org

BOARD AGENDA ITEM

ITEM NO: 4.1

BOARD MEETING DATE: Tuesday, August 25, 2026

UNFINISHED BUSINESS: Approval of Revisions to Policy and Regulation, DJE, DJE-R, *Bidding / Purchasing Procedures* (second reading)

SUBMITTED BY: Lisa Taetle, Director of Finance

PRESENTED BY: Denise Bartlett, Superintendent

The purpose of the proposed revisions to Policy DJE and Regulation DJE-R, *Bidding/Purchasing Procedures*, is to update the District's procurement requirements to reflect current purchasing thresholds, strengthen documentation and internal controls, clarify emergency procurement procedures, and establish additional due diligence requirements when the District utilizes cooperative purchasing agreements.

The proposed revisions to Policy DJE and Regulation DJE-R strengthen the District's procurement practices in several areas. The changes include:

- Update the informal purchasing threshold from \$10,000 to \$15,000;
- Maintain the requirement for three written quotations for purchases beginning at the revised \$15,000 threshold;
- Require written authorization through a contract or purchase order before a purchase is made;
- Clarify the Superintendent's authority and documentation responsibilities for emergency procurements;
- Strengthen due diligence and documentation requirements when utilizing cooperative purchasing agreements; and
- Update references to applicable Arizona procurement rules.

Collectively, these revisions provide greater clarity regarding purchasing authority and procedures while strengthening documentation, accountability, and internal controls within the District's procurement process.

Impact

- Operational Efficiency: Raising the threshold to \$15,000 reduces administrative burdens on staff for smaller, routine purchases while remaining fully compliant with state auditing standards.
- Purchasing Power: This adjustment aligns District operations with inflation and current market pricing, allowing for faster procurement turnarounds on critical items.
- Continued Compliance: All purchases exceeding \$15,000 will continue to strictly follow standard USFR quote and formal bidding guidelines.

RECOMMENDED MOTION: I move that the governing board approve revisions to Policy DJE and Regulation DJE-R, *Bidding/Purchasing Procedures*, in accordance with the revised uniform system of financial records guidelines for the District, as presented.