

Purchasing for Users

Key things you should know

- The “rules” exist
- The rules are not optional
- The rules apply to everyone
- The rules are specific, **but** do not provide clear answers for all questions
- Certain personnel within the school district are charged with enforcing the rules
- When enforcing the rules, we are doing our jobs, not throwing up roadblocks to prevent you from doing yours
- There are penalties for not following the rules
- The most severe of those penalties are assessed against **individuals**, not school districts
- You can follow the rules **and** still get your job done

School District Procurement is Governed By

- Arizona Revised Statutes
A.R.S. 15-213A
- Arizona Auditor General's Office
- Uniform System of Financial Records (USFR)
- Arizona Department of Education School District Procurement Rules
- Governing Board Policy