



**COMPTON UNIFIED SCHOOL DISTRICT**  
**Business and Administrative Services Division**  
**Purchasing, Contracts, Reprographics, & Warehouse Department**

Purchasing/Contracts/Reprographics/Warehouse Dept. Bulletin No. 16/17-1007 September 23, 2016

**TO:** Cabinet Members, Principals and Department Heads  
**FROM:** Mark Streeter, Director - Purchasing, Contracts, Reprographics, Warehouse  
**RE:** **UNAUTHORIZED PURCHASES**

In accordance with all previously issued bulletins, any deviation from District policies/procedures for the purchase of supplies, services, and equipment **will not be processed** by Compton Unified School District (CUSD) Purchasing Department. **All purchase requests must be processed** through the creation of an online requisition. **All purchase orders are generated by the Purchasing/Contracts/Department.** Any deviation, other than an emergency as defined below, will be considered an **"unauthorized purchase"**.

**DEFINITIONS:**

**Unauthorized purchase:** Any service, supply or equipment received from a vendor before an authorized purchase order is issued to the vendor to execute previously described matter(s).

**Proper authorization:** The procurement process is initiated through the Online Requisition Module (**SmarteTools**) then executed by completing a Request for Quote (RFQ), Request for Proposal (RFP) or Bid before the item is procured, NOT after the item is procured.

**Emergency:** A transaction deemed necessary due to a health and safety issue of students, staff or employees and/or in the interest of the protection of District property.


**Note:** An online requisition must be processed, however, all emergency requisitions must be accompanied with written justification and must follow the standard process for the procurement process to help ensure payment to the vendor will not be delayed. Applicable authorization from LACOE Board and CUSD Executive Board apply.

**There are no exceptions to this procedure.**

**AN EMPLOYEE WHO MAKES A PURCHASE WITHOUT PROPER AUTHORIZATION MAY BE PERSONALLY LIABLE TO THE VENDOR.**

Questions regarding this procedure should be directed to Mark Streeter, Director of Purchasing, Contracts Reprographics & Warehouse, (310) 639-4321, 55103.

Approved:

  
Alejandro Alvarez  
Deputy Superintendent  
Business and Administrative Services

Approved:

  
Darin Brawley  
Superintendent