

This information does not alter or supersede the [Arizona Revised Statutes \(A.R.S.\)](#) or the [Arizona Administrative Code \(A.A.C.\)](#).

## **Purchase Orders**

We currently have several vendors in our vendor database. Before a vendor can be issued a Purchase Order, a copy of the vendor's IRS [Form W-9](#) must be on file in our office.

All commitments of purchases will be made by an approved Purchase Order number assigned by the Business Department. Products/services are not to be delivered without an approved Purchase Order. Vendors accepting orders without a purchase order number do so at their own risk.

## **Bidders List**

SUSD maintains a database of vendors who are interested in doing business with the District. A vendor who wishes to be included on the District vendor list should submit a Vendor Registration Form.

Your company is requested to indicate the specific area(s) that you can provide materials and/or services to the District. It is the vendor's responsibility to keep the Business Department advised of any changes to information submitted on the original registration form so that notification of proposals or bids will arrive in a timely manner.

## **Cooperative Purchasing**

Superior Unified School District is a member of and participates in the following purchasing consortiums:

- [1GPA](#)
- [Mohave/ASPIN Educational Services Cooperative \(MESOC\)](#)
- [The Cooperative Purchasing Network \(TCPN\)](#)

- [Strategic Alliance for Volume Expenditures \(SAVE\)](#)

**If your business is a member of a purchasing consortium, please include that information on the Vendor Registration Form.**

### **Purchasing Rules**

[Arizona Revised Statutes 15-213](#) authorizes the [AZ State Board of Education](#) to submit rules to the [Auditor General](#). The Arizona School District Procurement Rules apply to purchases above the bid threshold established by the Arizona State Board of Education (currently \$50,000).

- [Arizona School District Procurement Rules](#) (Article 10)

The Auditor General is responsible for establishing rules for purchasing below the bid threshold. These rules are found in the [Uniform System of Financial Records \(USFR\)](#) and apply to all purchase below the bid threshold.