

2.2 Regulations Governing the Purchasing Process

Consider the following questions before planning a purchase:

- Are funds available in the appropriate codes to make this purchase?
- Does the funding source allow for this purchase?
- Are all purchasing guidelines being followed?
- Will the goods or services being purchased further the educational and/or administrative goals of the school or site?
- Will the goods or services be delivered/completed within the fiscal year?

2.3 Regulations Mandating Purchases From a Contracted Vendor

If an item is available from a contracted vendor, then it **must** be ordered from that vendor. **Bidding procedures need not be used.** If the item can be obtained from a non-contracted vendor for **less** than the price listed under the Division of Contracts and Purchasing (DCP) contract, notify DCP immediately. Please be aware that a **contract is a legal agreement, and the contracted vendor must be used as the first choice.**

Note: Before determining that a contracted vendor's price for an item is **more** than what it can be purchased for from a non-contracted vendor, make certain that **all of the "terms and conditions"** of your purchase are the **same** (e.g., delivery, installation, warranties, etc.).

3. PROCEDURES

3.1 Purchasing Procedures: Overview of Variations

3.1.1 Forms

Forms may be purchased through the FAMIS Portal provided there is an item number assigned to it. Certain forms may be downloaded and copied as necessary from DFO's website located at:

<http://www.nycenet.edu/Offices/DFO/default.htm>

As newly designed, updated or revised **forms** are incorporated into new or updated **SOPM** chapters/topics, they will **no longer be available through the FAMIS Portal**. Instead, these forms may be downloaded from **DFO's** website and printed and distributed as needed.

3.1.2 Bidding Procedures for Non-Contract Items Over \$250

State Law requires that competitive solicitation procedures be followed for purchases greater than \$250. For purchases in excess of \$100,000, the City requires that a formal contract be established. Please refer to the charts titled: "Present Bidding Thresholds for the Purchase of Commodities or RFPs and Informal Solicitation Requests" (pages 11 and 12) for additional information regarding requirements for bidding.