

Ordering And MUNIS

Department of
Physical Education, Health,
And
Family & Consumer Sciences



Purchasing Guidelines

1. Purchases less than \$5,000

Purchases for less than \$5,000 require the use of “Sound Business Practices”. This means that you should make sure that the price the City is paying is reasonable. Employees are encouraged to use catalogs, price lists, and quotes. Simply put, you have to make a reasonable effort to be sure you are getting your money’s worth.

2. Purchases for \$5,000 or more but less than \$25,000

Purchases that will be at least \$5,000 but less than \$25,000 you must solicit at least three (3) written quotes (until further notice from the Purchasing Department) and the Purchasing Department will award the bid to the responsible vendor who gives the lowest quote that meets the purchase description.

3. Purchases over \$25,000 or more

Any purchases for goods or services of \$25,000 or more the Purchasing Department **must** solicit formal, advertised bids or proposals.

Ordering Materials

All teachers who are ordering equipment/materials for their buildings must submit their orders to their school secretary in a timely fashion. The orders must be complete, indicate the proper organization code, object code, and include shipping and handling. The school secretary will then input the order electronically through the MUNIS system sending the order to the appropriate Director for approval. Once your order is approved the order will be sent out.

If you are waiting for an order for 5 weeks or more check with your school secretary to see if the order was placed. If your school secretary has placed your order and you still have not received anything contact your Director to see if order has been approved and sent out.