



PURCHASING PROCESS FOR PSOs/PTAs/Booster Clubs FOR EXPENDITURES EXCEEDING \$10,000

When a school's PSO/PTA/Booster Club anticipates spending more than \$10,000 for an item (e.g. reader board or playground equipment), the District's Purchasing Office should be contacted first in order to determine if any public contracts exist which can be utilized. If not, the District's Purchasing Agent shall assist in obtaining quotations. Contact Lee Reinholtz, Senior Purchasing Agent, at lrinholtz@ttsd.k12.or.us or 503-431-4035.

In lieu of the foregoing, if a PSO/PTA/Booster Club proceeds with a purchase exceeding \$10,000, three quotations do not need to be obtained so long as the PSO/PTA/Booster Club is responsible for 100% of the cost (including installation), and donates the equipment to the District. Any contracts related to such "direct" purchases should be signed by the appropriate PSO/PTA/Booster Club official(s).

If the item or piece of equipment is to be installed or developed on District property, the PSO/PTA/Booster Club must complete an Operations Department Project Approval form. The District may take into consideration future operating costs and responsibilities in deciding whether or not to approve the project. Please call the Bond & Operations Director, Darin Barnard, at (503) 431-4172 to inform them of the project and to obtain the Project Approval form.

The installation of a PSO/PTA/Booster Club piece of equipment must be performed by a certified installer to ensure that any warranty on the equipment remains effective. Appropriate certificates of insurance, as determined by the District's Business Office, must be provided prior to the scheduled installation naming the District as certificate holder & additional insured.

An "Acknowledgement of Contribution" form (available under [Business Office > Forms](#) page on the District's employee portal), must be completed by the receiving school's administration and approved by the Superintendent or designee in order to appropriately record the donation of equipment or items to the District.

Please contact the District's Business Office at 503-431-4076 if you have any questions.
Thank you.