

# The School District of Edgefield County

Fiscal Services

425 Lee Street

Johnston, SC 29832

Phone — 803-275-1122 Fax — 803-275-1128

## PURCHASE CERTIFICATION FORM

Any single procurement not exceeding \$25,000 is a small purchase in accordance with section 2-104 of the procurement code. The cost of goods and/or services includes the goods and/or services, installation, freight, and taxes. Single procurements may not be artificially divided in order to remain under \$25,000 to avoid the sealed bidding requirement. Requirements of dollar levels of purchase follow:

- \$2,000 or less requires no quotes price should be "fair and reasonable"
- \$2000.01 to \$5,000 requires two written or verbal quotes
- \$5,000.01 to \$10,000 requires three written quotes
- \$10,000.01 to \$25,000 requires five written quotes
- Greater than \$25,000 requires sealed bids or proposals

Sole source and emergency procurements are exceptions to the above requirements.

**All procurements of more than \$10,000 must be reviewed and approved by the Chief Financial Officer prior to placing an order.** Procurements of \$10,000 or less will be reviewed and approved after the transaction. Review is also required for all multi-year lease agreements regardless of amount.

**All documentation pertaining to bids collected should be attached to purchase order and invoice when submitted to the District Office for payment otherwise paperwork will be returned to the originating department and payment will be delayed. Any procurement that does not meet the requirements of the procurement code will not be approved by the Chief Financial Officer and will be the responsibility of the employee that authorized the purchase. Any employee that violates the procurement code is subject to disciplinary action.**

Quotations are as follows:

	VENDOR NAME	AMOUNT
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

I certify that I have adhered to the provisions of the procurement code.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

***Written Quotations are attached as required.***