



Sunnyside Unified School District
a proud learning community

Procurement Specialist
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October 5 2011

TO: ALL Vendors

SUBJECT: Doing Business with Sunnyside

As our new year begins, I would like to take this opportunity to welcome you as a vendor. We look forward to working with your company. In order to ensure a successful partnership between your company and our District, I would like to provide you with an outline of our purchasing policies as well as our bid and quote requirements.

Bid and Quote Requirements:

Sunnyside School District must follow state and School Board policies in procuring goods and services. Those policies provide specific guidelines in regards to selecting vendors and dollar amount thresholds.

Purchases for less than \$5,000.00 no quotes are necessary.

Purchases between the amount of \$5,000.00 but less than \$25,000.00, 3 verbal quotations must be obtained

Purchases between the amount of \$25,000.00 but less than \$50,000.00 require 3 written quotes

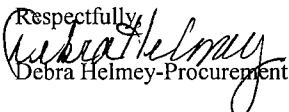
Purchases of \$50,000.00 or more must be procured through the sealed bid process.

These amounts are reviewed by auditors as aggregate categories through the course of the school year. By year's end, Sunnyside School District has met and exceeded many of the amounts allowed for oral or written quotes. Therefore Sunnyside follows the sealed bid process the majority of the time.

Purchasing:

1. An authorized purchase order, either hard copy, faxed, or emailed is required prior to any goods or services being provided to our District. To verify a purchase order number, please call our Purchasing Department at 520 545-2048. Vendors accepting orders placed without an authorized purchase order, under an employee's name, or a requisition number are doing so at their own risk. The District will not be responsible for orders without a pre-approved purchase order.
2. The purchase order number must appear on all correspondence, including packing slips and invoices. If shipped by a third party, you must notify your shipper of this requirement. Failure to comply with this request delays receiving which then delays payment.
3. Except for the below listed items, we are not tax exempt and your invoices must include taxes. A purchase order will reflect tax for all vendors even if the vendor is out-of-state and does not remit back to Arizona.
 - a. Diesel fuel
 - b. Library media material (in and out of state)
 - c. Food products purchased by the District for consumption at a public school within the District during school hours.
 - d. Internet applications for educational purposes
 - e. Purchases made by ROTC, federal government funds
 - f. Items purchase for resale
4. All vendors must have a completed W-9 on file prior to the issuance of a purchase order.

Thank you for your continued support of Sunnyside Unified School District and its students. Should you have any questions regarding this letter please contact the Purchasing Department at 520 545-2138.

Respectfully,

Debra Helmey-Procurement Specialist