

Ponderosa Community Services District

Policy Title: Purchasing

Policy Number: 109

109.1 Small items such as office supplies, auto parts, and other miscellaneous items costing less than \$500.00 will be purchased from a list of approved vendors/suppliers/stores.

109.2 To purchase items costing more than \$500.00, quotations will be gathered from vendors/suppliers/stores either by phone, fax, email or mail to get the best cost, and the Treasurer and at least one board member must approve the purchase.

109.3.1 In the event that the Water Manager needs to immediately purchase repair parts exceeding \$500.00 and is unable to reach the Treasurer and one board member for approval any two other Board members may approve the purchase.