



# Purchasing & Contracting

Quick Guide to Buying

2024-2025

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Warehouse

## ProcurementThreshold Exceptions

Exceptionsto procurement thresholds

pricing. Once accepted by the supplier, a purchase order acts as a binding contract.

Purchase orders are typically used for technology with defined standards, materials not available through Private Marketplace, software and digital resources such as apps used in classrooms, items that are manufactured according to detailed specification such as classroom chairs, and purchases which require terms and conditions for District protection such as purchase of heavy-duty machinery.

Purchasing & Contracting can enter your purchase order for you. Please see our website for more information: <https://www.pps.net/Page/1888>

### Information Technology Purchasing

To purchase IT Hardware please review the list of standards available on the Information Technology website <https://www.pps.net/Page/9916> Standard hardware covers computers, laptops, Chromebooks, monitors, and many accessories.

After you have determined what you would like to order, use the PPS Support Portal (<https://support.pps.net/>) to submit an IT Purchasing request. Ensure that all information is included in your IT Purchasing request.

### PCards

PCards are used to purchase many items such as supplies, equipment, and materials. PCard policies are strictly enforced so be familiar with these before using your PCard. Please note that some departments have identified purchasing standards or processes which you must adhere to (e.g., OTIS hardware standards governing technology items). Please see the PCard website for additional information: <http://www.pps.net/Page/1317>

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