

APPROVAL REGARDING COMMEMORATIVE ITEMS

This exhibit concerns the selection and awarding of contracts for commemorative items. This approval process is exercised as needed.

AWARD OF PURCHASE AGREEMENT

Responsible Party	Level of Authority	Requirements and Other Information
Regional Superintendents and Manager	Awarding of purchase agreement to vendor other than lowest bidder	Justification (e.g., supplier has not met specifications or has poor prior performance) and recommendation from principal.

BID PROCESS FOR PICTURE VENDORS

Responsible Party	Level of Authority	Requirements and Other Information
School Principals	Awarding of three-year purchase agreements for sings. Awarding of one-year purchase agreements to lowest bidders for commemorative items other than rings	Company agrees to construct an original and complete set of dies, quote charges for the dies separately, and turn the dies over to the school (they become school property) at the end of three years. Principals are responsible for appointing site-based committees to advise them about purchase agreements for commemorative items, including pictures. Procurement Services develops basic specifications for all commemorative items and a commemorative items booklet for use by school-based personnel.
General Manager, Material Management	Advertising Request for Proposals for picture vendors	Vendors for pictures must be required to place the activity account statement on each package of pictures. See FM1(REGULATION) for statement text

- References.
FM1(REGULATION)
- The general manager, Material Management, is responsible for maintenance of this exhibit.