



HOW TO DO BUSINESS WITH THE DISTRICT

The goal of the Purchasing Department is to accomplish this through a cooperative effort between buyers and suppliers. The PSD purchasing philosophy is to maintain professional relationships with all vendors and to be receptive to new ideas and concepts. The Purchasing Department shall conduct all purchasing transactions for the District. However, under the law, the Board of Trustees has the sole responsibility for all purchases and contract(s) of the District; this responsibility cannot be delegated.

Vendors are required to conduct their business directly with the Purchasing Department between 8:00 A.M. and 3:00 P.M. Appointments are required.

Purchases made in the name of the District without an authorized purchase order, shall be considered an obligation of the person making the purchase and not an obligation of the District.

SELLING TO THE DISTRICT

Vendors who want to sell to the District should register on the website via [Vendor Registration](#) or send a letter addressed to Purchasing, Palmdale School District, 39139 10th Street East, Palmdale, CA 93550, stating the type of product or service offered.

W-9

All Suppliers and Contractors/Consultants need to submit a W-9. It is used to collect identifying information to help file information returns with the IRS. It requests the name, address, and taxpayer identification information of a taxpayer in the form of an Employer Identification Number or Social Security Number.

BUYING MATERIALS OR SERVICES

- The Purchasing Department acquires materials, supplies and equipment for all District schools and departments in addition to securing bids, requests for proposals, and quotations.
- Child Nutrition Services purchases food, food services and food service equipment.

- Maintenance and Operations acquires materials and supplies relative to grounds/building maintenance and facility improvements.
- The Facilities Department purchases land and manages contracts for construction and modification to District facilities which require inspection and acceptance by engineering and facilities specialists.

VENDOR CONTACT

Direct soliciting of school, shop or personnel is prohibited. Many products are standardized. The Purchasing Department can also help you qualify your products if they are ones for which District standard specifications exist. Vendors are encouraged to schedule an appointment.

PURCHASE ORDERS

A Purchase Order is required for all purchases.

Purchase Orders accepted by suppliers without the issuance of a Purchase Order by the Purchasing Office will be considered the responsibility of the supplier and will not be considered an obligation to the District.

DELIVERIES

All materials shipped to the Palmdale School District shall be directed to the Receiving Warehouse at 39139 10th Street East, Palmdale, CA 93550, unless otherwise specified on the purchase order. The purchase order number must appear on all packages and packing slips. Receiving hours are 7:00 A.M. to 3:00 P.M. (Closed 11:30 A.M. to 12:30 P.M.) Monday through Friday. Please call (661) 947-7191 ext. 6583 prior to any large deliveries or to schedule a delivery appointment.

INVOICES

To expedite payment, all invoices shall be sent to acctpayable@palmdalesd.org or mailed to Palmdale School District, Accounts Payable, 39139 10th Street East, Palmdale, CA 93550. All invoices submitted should include the appropriate purchase order number. Invoices sent elsewhere may delay payment.

SAFETY DATA SHEETS

Vendors are required to provide Safety Data Sheets (S.D.S.) from the manufacturer for all products that are hazardous, as defined by Title 8, California Code of Regulations.