

# Contracts and Purchasing Services

## Mission

The Contracts and Purchasing Services department is committed to supporting the mission values and vision of the Val Verde Unified School District by:

- Providing an ***outstanding service*** to our customers (students and staff) by supplying expert purchasing knowledge for specific commodities, latest product development and trends
- Serving as a ***informational base*** in the development of standards to provide our students and staff with the highest quality products at the least cost, long life cycles and public safety
- ***Efficiently*** overseeing and executing Contracts and Purchase Orders for specified goods and services to eliminate purchase duplication and consolidation of required products/services to take advantage of quantity discounts in materials and freight
- Ensuring ***compliance with state procurement*** laws by monitoring procurement practices, vendors and contracts
- Perform ***procurement functions*** with the utmost ethical practices to ensure integrity of the Val Verde Unified School District
- Maintain ***centralized contracting and inventory records*** for internal control to aid in warranty information, audit control, total cost of life cycles and contractual obligations
- ***Promote Vendor/District Relationships*** to ensure Win Win for all involved
- ***TEAM WORK*** - Support each other in a cooperative environment to ensure respect, trust and collaboration

## No Excuses