



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

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SBAS-9403

TO: K-12 School Districts
Community Colleges
Santa Barbara County SELPA
County Education Office - Internal Services

ATTENTION: Chief Business Officials
Accounts Payable Departments
Purchasing Departments

FROM: Todd Humphreys, Financial Systems Supervisor

SUBJECT: **Cooperative Purchasing - 2021**

Cooperative purchasing (formerly “piggybacking”) applies when one district purchases property using a contract that has been awarded to a vendor by another district. County Counsel opinion authorizes districts to utilize this type of purchasing provided that they comply with the following conditions:

- Ensure that the originating district has complied with all of the competitive bidding requirements before the purchase is made. We recommend that you thoroughly inspect the originating district’s bidding process for compliance, or engage legal counsel to do so, in order to gain confidence in the legality of the originating district’s bid process.
- The originating district’s bid documentation and approved contract must contain language such as “other school and community college districts located in [California or designated counties] may request to purchase identical items at the same prices and upon the same terms and conditions.”
- Upon receipt of the property, verify that it meets the specifications set forth in the original contract.
- When paying for the property, you may either draw a warrant in favor of the originating district *or* make the payment directly to the vendor depending on the arrangements made.

For additional information and minimum audit documentation required for cooperative purchasing please refer to the **Accounts Payable Manual** located on the SBCEO Website at: <https://www.sbceo.org/domain/93>

If you have any questions, please contact Todd Humphreys at ext. 5372.