

Guidelines for AB 617 Outreach Funding

As part of the District's on-going commitment to supporting the AB 617 program, \$25,000 has been set aside for the Steering Committee to determine the best use of these funds to conduct outreach into the South Sacramento-Florin Community. Use includes but not limited to purchasing outreach materials and obtaining related services.

The list below are general requirements to follow for purchasing. Steering Committee members are encouraged to reach out to Air District staff to provide any clarity when questions arise.

General Guidelines

- Goods/materials and services purchased must be directly related to outreaching into the South Sacramento-Florin Community boundaries.
- Proposed expenditures of over \$500, need approval from the Steering Committee via electronic vote.
- General budget amounts by task will be set by the Steering Committee
- Printing costs typically range from \$0.10 (black and white) to \$0.89 (Color) a copy
- Materials purchases should be off the shelf to limit safety liability concerns
- When procuring services, developing an idea and list of services for the informal bid will provide a fair bid process for any potential vendors.
- Determine any and all on-going costs associated with services to be considered as part of the budget (i.e. subscription to a website and website name)

(EXAMPLE LANGUAGE) Purchasing Process:

1. Send an email to financial lead to obtain written (e.g. email) approval prior to purchase of materials or services. The email will contain the following information:
 - a. A quote or estimated cost of the goods and/or services
 - b. Request for financial lead to make the purchase if the requestor is unable to complete the purchase themselves and receive reimbursement.
 - c. Any bid information and/or documentation received (if necessary)
 - d. Explanation of the purchase and its use as it relates to outreach in the AB617 South Sacramento – Florin Community
2. Written approval (Purchase Pre-Authorization) will be provided to requester
3. Requestor will purchase materials and/or services
4. Provide receipt to financial lead within **(FILL IN)** days
5. Reimbursement is issued to purchaser

Purchasing Policy Requirements:

1. Purchases and services acquired must at a minimum follow the District's Purchasing Policy.
2. Any purchases and services that cost between:
 - a. **\$0 to \$500** is considered a direct purchase and no quotes/bids are required
 - b. Any cost greater than **\$500** will require an informal bid.

Informal bid: Attempt to obtain a **minimum of three written quotes** from qualified vendors. Internet and email quotes are accepted forms of documentation.

Splitting of Purchases Prohibited: Splitting a purchase into separate smaller purchases in order to avoid the purchasing limits and/or conducting an Informal Bid is strictly prohibited.

3. Purchases for goods and services must receive approval prior to payment or reimbursement.

All receipts and invoice for purchases must be submitted to the District and/or the District's fiduciary of the funds to obtain reimbursement.