



**Paul G. Bakalis, AIA, NCARB**  
Executive Director

July 8, 2019

CONTACT: Dave Cherry - Public Information Officer

[dcherry@azsfb.gov](mailto:dcherry@azsfb.gov)

602-542-6003

**To:** School District Personnel

**From:** Arizona School Facilities Board Staff

**RE:** Update on Procurement Requirements

Beginning July 1, school districts must obtain three (3) written vendor quotes for any scope of work costing between \$10,000 and \$100,000. Verbal quotes are no longer acceptable between these limits per recently released Arizona Auditor General rule changes to the Uniform System of Financial Records (USFR).

The Auditor General rules on procurement are now aligned with SFB requirements for procurement of BRG projects. The SFB adopted a policy requiring three (3) written quotes within those limits on September 6, 2017.

SFB staff urges all school districts to review their own procurement policy to ensure it is in alignment with the SFB requirements and the new Auditor General rule changes to the USFR.

If you have any questions, please contact your Liaison.

#### **About the Arizona School Facilities Board**

Created in 1998, the Arizona School Facilities Board (AZSFB) is a cabinet-level, state-government agency managing nearly \$300 Million in state funding appropriated for K-12 school district facilities. The 10-member board meets monthly to grant funding for new school construction and to renew existing school facilities. AZSFB staff is a partner and advocate for school districts in facilitating successful grant requests.