

## **WELCOME TO THE PURCHASING DEPARTMENT**

We appreciate your interest in doing business with Livermore Unified School District. We hope this guide will benefit you as a new or present supplier. Our aim is to help you in your sales effort and to promote a climate of good business relationships with Livermore Unified School District. This pamphlet will outline our purchasing policy and procedures. Whenever you need more information, please ask us.

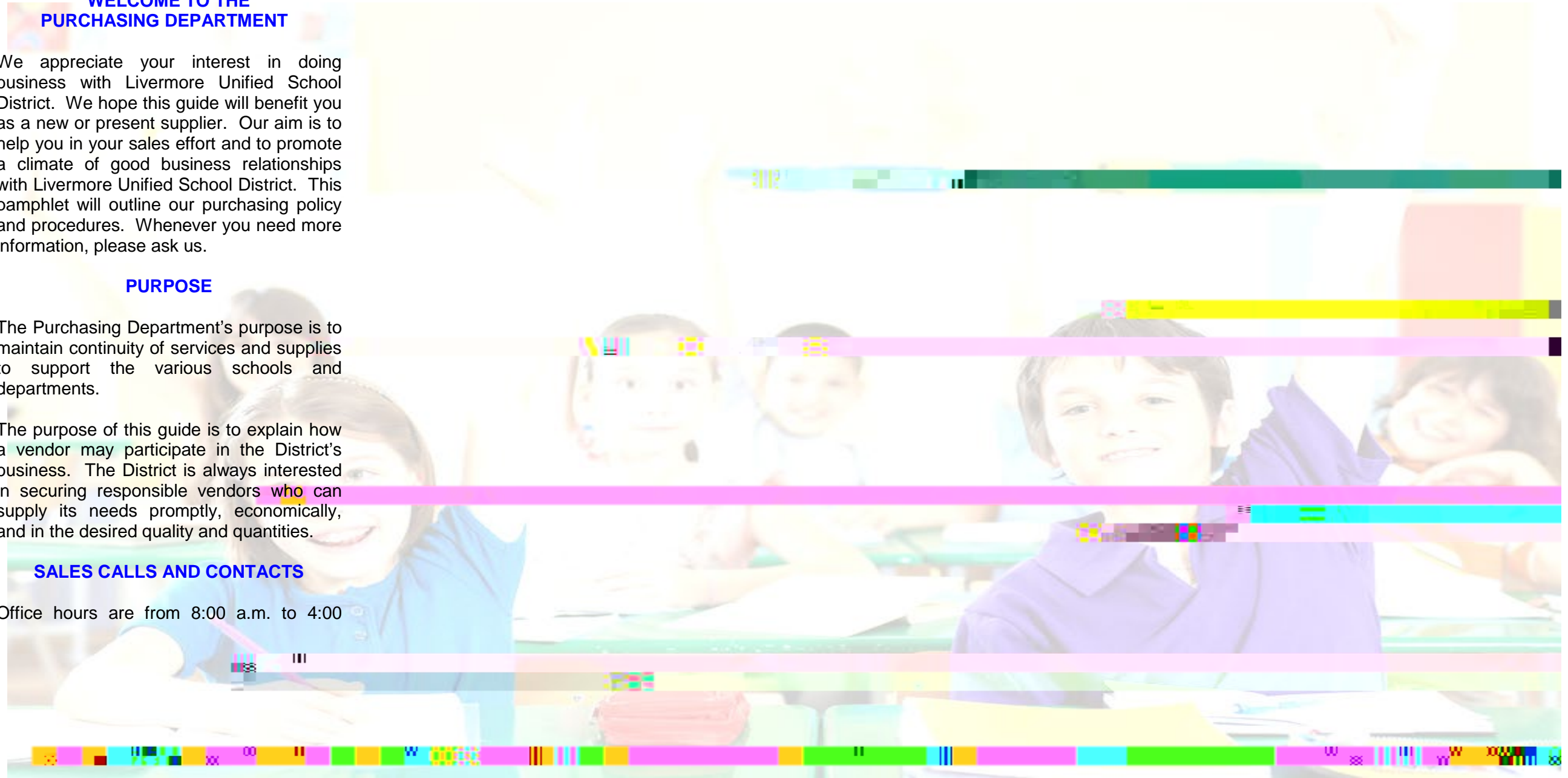
### **PURPOSE**

The Purchasing Department's purpose is to maintain continuity of services and supplies to support the various schools and departments.

The purpose of this guide is to explain how a vendor may participate in the District's business. The District is always interested in securing responsible vendors who can supply its needs promptly, economically, and in the desired quality and quantities.

### **SALES CALLS AND CONTACTS**

Office hours are from 8:00 a.m. to 4:00



TAX