

**INSTRUCTIONS  
FOR  
SUBMITTING A DISTRICT CODE & REGULATIONS FOR REVIEW**

- Submit draft district document by email to [dcmilling@mmo.sc.gov](mailto:dcmilling@mmo.sc.gov).
- Submit request letter. See accompanying forms.
- Submit your document in Microsoft Word format. If your school district does not have Microsoft Word, please contact the Materials Management Office before working on your document.
- Show all changes. See options below.

Options

The law mandates that your code be "substantially similar" to the state procurement laws and that you have a written opinion from Materials Management Office to that effect. The law also allows Materials Management Office to publish a "model" school district code, which Materials Management Office has concluded is substantially similar to the state procurement laws. In order to prepare such an opinion, Materials Management Office must receive documentation from the school district that shows *exactly* how the district's code compares to state law. You may do this in any of the following three ways. Without this information, Materials Management Office will not review your code.

1. Submit your proposed code as a set of modifications to Materials Management Office' model school district procurement code. A copy is available in MSWord format at [www.procurement.sc.gov]. See note below.
2. Submit your proposed code as a set of modifications to the state procurement laws. For everyone's convenience, Materials Management Office has combined the Consolidated Procurement Code and the state procurement regulations into one Microsoft Word document and posted it here [www.procurement.sc.gov]. See note below.

Note: Please note that these documents have been password protected. Specifically, they have been set to track all changes you make to the document. Deletions will be shown as ~~stricken~~-text. Additions will be shown as underlined text. This makes your job easier and allows the Materials Management Office to readily track your changes. Please do not substantially reorder the contents. If you relocate significant text, please make notes regarding where the text has been moved.

3. Submit your proposed code with very detailed cross references to the state procurement laws, along with detailed explanations of the differences. Even with the most detailed notes, this approach is very labor intensive and will take substantially longer to review. We will attempt to accommodate your needs, but the Materials Management Office will not spend days dissecting your document to determine where you extracted your language.