

## INSTRUCTIONS FOR SUBMITTING A SCHOOL DISTRICT PROCUREMENT 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 editable forms](#).
- Submit your document in Microsoft Word (Word) format. (If your school district does not have Word, please contact the Materials Management Office (MMO) before working on your document.)
- Show all changes. See options below.

The law mandates that your code be "substantially similar" to the state procurement laws and that you have a written opinion from MMO to that effect. The law also allows MMO to publish a "model" school district code, which MMO has concluded is substantially similar to the state procurement laws.

### Instructions

In order to prepare such an opinion, MMO must receive documentation from the school district that shows *exactly* how the district's code compares to state law. Without this information, Materials Management Office will not review your code.

Submit your proposed code as a set of modifications to the Editable 2021 Model School District Procurement Code. An editable copy is available [HERE in Word format](#). See note below.

**Please do not substantially reorder the contents.** If you relocate significant text, please make notes regarding where the text has been moved.

**Note:** Please note that these documents have been set to track all changes you make to the document. Deletions will be shown as ~~stricken~~ text, and additions will be shown as underlined text. This makes your job easier and allows MMO to readily identify your changes. Please do not disable this function.