

INSTRUCTIONS FOR SUBMITTING A SCHOOL DISTRICT PROCUREMENT CODE & REGULATIONS FOR REVIEW

- Submit draft district document by email to 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.