

PURCHASING PROCEDURES

I. PURPOSE

- A.** The primary purpose of this procedure is to prescribe the manner in which materials, supplies, equipment and contracted services are obtained for the School District when district funds are to be utilized. In providing a framework for purchasing activities, the procedure also makes clear the District's position that all vendors have an opportunity to do business with the School District. This procedure also provides direction that, whenever possible, the School District will direct its business to local vendors.
- B.** The procedure is intended to provide sufficient flexibility to allow for small individual purchases, purchases of an emergency nature and alternate methods of purchasing as specifically approved by the Superintendent of Schools or his/her designee.
- C.** General Considerations should include the following:
 - 1. Avoid the acquisition of unnecessary or duplicative items
 - 2. Consider consolidation or breaking out procurements to obtain a more economical purchase
 - 3. Consider lease vs purchase
 - 4. Consider state and local intergovernmental purchasing agreements
 - 5. Consider use of excess and surplus property
 - 6. Situations that restrict competition
 - 7. Specify a brand name only, instead of allowing "an equivalent"
 - 8. State or local preference
 - 9. Conflicts of interest
 - 10. Unreasonable requirements on vendors to qualify to do business
 - 11. Requiring unnecessary experience or excessive bonding
 - 12. Noncompetitive pricing practices
 - 13. Noncompetitive awards to consultants on retainer
 - 14. Any arbitrary action in the procurement process

II. PURCHASING AGENT

- A.** The Superintendent of Schools, (or his/her designee) shall serve as the designated Purchasing Agent.
- B.** Powers and Duties - The Superintendent or his/her designee shall have the following powers, duties and responsibilities:
 - 1. To oversee and manage the purchase of materials, supplies and equipment, and the procurement of contracted services requisitioned by any School, Department, Board, or Committee of the School District, subject to the provisions of state and local regulations;
 - 2. To maintain high standards of quality in materials, supplies, equipment and services for the lowest reasonable cost;
 - 3. To take advantage of bulk, seasonal or cooperative purchasing, where possible;
 - 4. To coordinate and assist departments and agencies of the School District in

purchasing and contract matters, and otherwise observe practices in the best interests of the School District.

III. PURCHASING PROCEDURE

- A.** The following set of procedures is established. These procedures recognize the need for convenience and flexibility in making individual purchases. This is balanced with the principles of effective budget management at the school level and the interests of the School District in making purchases with consistently high standards of quality at reasonable prices.

B. Purchase Orders

1. Purchase orders shall be required for all individual purchases. Purchase orders must be requested, and approved by the Business Office prior to placement of an order. The distribution of copies of the approved completed purchase order is as follows:
 - a. Original copy to vendor, where necessary;
 - b. One copy for requesting department files; and
 - c. One copy for Finance Department files.
2. The following information must be included on the purchase order:
 - a. A statement of Domestic Preference for the goods being procured.
 - b. Date;
 - c. Amount of Purchase, including an estimate for shipping, etc.;
 - d. Vendor's name and address;
 - e. Quantity and description of item(s); and
 - f. Department and account to be charged.
 - g. Reference
 - h. Project #
3. The Purchasing Agent may require further information regarding the purchase.
4. Approved purchase orders shall either be returned to the department placing the order, placed by the Business office or emailed directly to the vendor, as appropriate. Vendor order forms must accompany direct mail purchase orders where necessary.
5. Purchase orders that are not approved by the appropriate designee shall be returned to the department placing the order accompanied by a memorandum explaining why the purchase order was not approved.
6. Purchase orders over \$10,500 and under \$50,000 shall require the signature of the Superintendent or his/her designee.
7. Purchases over \$50,000 or any purchase that commits the District to more than one fiscal year, shall require the approval of the School Board.