

BUSINESS

Purchasing Procedures

The procurement function is one of the major business responsibilities of the Board of Education.

The duties of purchasing for the Board of Education shall be centralized under a business manager.

The business manager shall conduct all purchase transactions for the district.

The business manager shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies.

Four fundamental functions for the purchasing personnel are as follows:

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the proper amount of the product.
4. Pay the proper price.

Whenever equipment or services are required that exceed \$25,000, a minimum of two (preferably three) quotations shall be required except in emergencies. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

Exceptions to Bids

- A. Contracts for professional services such as legal, engineering, architectural, auditing, etc.
- B. Purchases made through regional or state agencies.
- C. When the nature of the goods or service to be performed is best provided by one source because of the sources expertise or prior knowledge, or when one material is most suitable and that material is only reasonably obtainable from one source.
- D. Reordering of stock when the continued purchase of the identical item is in the best interest of the Board of Education and there is only one reasonably available source for that product.
- E. When Federal and State laws or regulations prescribe procedures other than those found in these purchasing and bidding procedures.

Emergencies

The Board of Education may waive the procedures outlined herein and prescribe alternative procedures for particular situations. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent or designee. The Superintendent will report back to the Board of Education.

Specifications governing materials are a joint responsibility of the educational department and business office. In the procurement of materials, the educational department shall ensure that all materials procured will meet the needs of the educational program.

- Policy Adopted: July 10, 1991
- Policy Revised: January 14, 1998
- Policy Revised: December 15, 2009
- Policy Reviewed: March 25, 2013
- Policy Revised: October 5, 2016