

## **3004 Purchasing**

### **1. General Purchasing Policy**

- a) The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without the board of education's approval.
- b) The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
- c) The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.
- d) Unauthorized purchases or commitments of district funds are not permitted and will be the responsibility of the person making the commitment.

### **2. Building-Specific Purchasing**

- a) School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
- b) Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- c) The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- d) The administration office is responsible for the actual purchasing of supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

### 3. **Purchasing Procedures**

- a) School personnel must secure the approval of an authorized administrator before making any purchases.
- b) Employees making a purchase must attach a receipt or invoice to all requests for payment of items, must sign all purchase receipts or charge slips, and must submit receipts to the office of the superintendent no later than **10 days** prior to the next regular board meeting.
- c) All purchases of goods and services made with district funds must be made on a properly executed purchase order.
- d) All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

### 4. **Purchasing Controls**

The board encourages the administration to help achieve both quality control and the price advantages of purchasing in quantity. The administration is encouraged to:

- a) establish specifications for goods and services as needed;
- b) identify several existing, commercially available "standard brands" that meet those specifications as examples; and
- c) invite vendors to bid, based on those examples, or comparable ones, which the vendors believe to be acceptable according to the specifications.

### 5. **Relations with Vendors**

- a) The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other

considerations are equal.

- b) Unless such purchase is made in compliance with applicable state statutes, no purchase will be made from:
  - (1) a board member;
  - (2) a board member's parent, spouse, child or a member of his/her immediate household; or
  - (3) any enterprise in which a board member has a direct or indirect interest (except public utilities).
- c) No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- d) The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: **August 16, 2010**

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_