

Purchasing

Authorization and Control

It will be the policy of this District to conduct its purchasing program in a manner to assure the best utilization of District funds. The Board, or its designee, reserves the right to determine what is in the best interest of the District.

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year and pursuant to State purchasing and federal procurement requirements. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$10,000, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students. The Superintendent shall establish requisition and purchase order procedures as a means of monitoring, controlling, and maintaining proper accounting of the expenditure of funds that align with ethical business practices as well as State purchasing and federal procurement requirements.

Designated individuals may make minor purchases from local businesses for small items used in maintenance, school lunch, and other such programs by using a continuing purchase order maintained at the local business. Requisitions shall be approved by the Superintendent. Individual requests must have the building principal's approval prior to being submitted to the Superintendent's office. As a minimum, requests shall provide the following information:

1. Name of school, department and originator, and date originated;
2. School department or person to which material is to be delivered;
3. Budget year;
4. Specifications of equipment items (manufacturer, stock number, etc.); and,
5. Estimated cost, including delivery, based on latest price.

A multiple-copy purchase order for the order shall be prepared and, when approved, shall be distributed: one copy to the school office from where the order originated for use in verification of item(s), quantity, quality, etc. when the order is received; one copy to the business office for accounting purposes; and the original to the vendor. Upon placement of the purchase order, each school office shall encumber the estimated expenditure against a specific budget category and, if appropriate, to an individual's account, to guard against the creation of liabilities in excess of budgeted expenditures. Each account will be amended by replacing the estimated amount of the purchase with the actual amount when the invoice is received by the District. Packing slips, shipping invoices, etc., are to be submitted to the principal's office immediately following the inspection of the merchandise.

Staff members shall not obligate the District without express authority. Staff members who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Expenditures will be made on District voucher forms or vendor invoices. Before invoices are submitted to the Board for payment, they shall be audited by the clerk for accuracy and proof that the goods and services have been received and are satisfactory and that previous payment has not been made. At each regular meeting the Board will audit all bills and accounts by confirming that all expenditures comply with the annual budget. A listing of all bills to be paid will be made available to each Board Member along with the minutes of the previous meeting and the agenda for the next meeting at least 48 hours before the next regular meeting.

Bids and Contracts

With the exception of the purchase of curricular materials, whenever the cost of any construction, repair, or improvement; or the acquisition, purchase, or repair of any equipment; or other personal property necessary for the effective operation of the District exceeds \$25,000, formal bids shall be called for by issuing public notice as specified in statute as well as following federal procurement requirements. Specifications shall be prepared and be made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the Trustees may reject any bid, reject all bids, and publish notice for bids once again. If after calling for bids a second time, no satisfactory bid is received, the Board may proceed under its own direction, subject to the approval of the State Board of Education.

In determining what bid is the lowest responsible bidder, the District will not only take into consideration the amount of the bid. The District will also consider the skill, ability, and integrity of a bidder to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References for the bidder should be contacted.

The Superintendent shall establish bidding and contract awarding procedures that align with State purchasing and federal procurement requirements.

Cooperative Purchasing

The District may cooperatively enter into contracts with one or more districts to purchase materials necessary or desirable for the conduct of the business of the District provided that the purchasing cooperative follows state purchasing and federal procurement requirements.

Personnel Conflicts of Interest

All purchasing decisions shall be made on the basis of objectivity and shall not be influenced by friendships or other personal relationships. No employee will make any purchase or incur any obligations for or on behalf of the District from any private business, contractor, or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this District has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, the contractor, or the vendor will fully disclose, in writing, the employee's exact relationship to the business, the contractor, or the vendor;
2. The affected business, the contractor, or the vendor may submit a bid in compliance with the specifications outlined by the District;
3. The interested employee will not be involved in any part of bidding process, including but not limited to, preparing specifications, advertising, analyzing, or accepting bids; and
4. This policy will apply to any organization, fund, agency, or other activity maintained or operated by the District.

No employee or Board Member will solicit gifts, gratuities, favors, prizes, awards, merchandise, or commissions as a result of ordering any items or as a result of placing any purchase order with a business, contractor, or vendor on behalf of the District nor accept anything of monetary value from a business, contractor, or vendor except for unsolicited gifts of \$50 or less in value for food and refreshments of nominal value offered during a business luncheon, dinner, or conference and unsolicited nominal gifts of less than \$10 value when the gift stems from a personal or family relationship.

Procurement Under a Federal Award

In addition to the conflicts of interest outlined above, no employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest include instances where any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

1. The employee, officer, or agent;
2. Any member of his or her immediate family, including spouses, children, and parents;
3. His or her partner. For the purposes of this policy, "partner" shall mean an adult of the same sex or different sex with whom the employee, officer, or agent shares a non-marital intimate relationship and a common residence and with whom they mutually affirm that they share responsibility for each other's common welfare; or
4. An organization which employs or is about to employ any of the parties listed above.

The following activities are prohibited:

1. The purchase during the school day of any food or service from a District contractor or vendor for individual use;

