

I. Purpose

The purpose of this policy is to ensure compliance with District procurements of all supplies, materials, equipment, furnishings and services as regulated by federal and state programs.

II. GENERAL STATEMENT OF POLICY

- A. Under the direction of the School Board, the District Operates a centralized purchasing system administered by the District Business Office. The District Business Office is responsible for procuring supplies, equipment and services necessary to provide instructional programs for students and staff
- B. It is the policy of the District to ensure that all disbursements of District funds are properly reviewed and authorized and consistent with sound financial management principles. In order to meet these goals and objectives, all disbursements of District funds shall be subject to the purchasing procedures.
- C. For an expenditure of public funds to qualify as a lawful expenditure, it needs to serve a public purpose. A public purpose as defined in this policy means:
 - i. The activity will benefit the community as a body.
 - ii. The activity directly relates to functions of government.
 - iii. The activity does not have, as its primary objective, the benefit of private interest.
 - iv. Specific or implied authority for the expenditure must exist.

III. PURCHASING ADMINISTRATION

The School Board has the ultimate authority and approval over the District Purchases. The School Board authorizes administration to establish procedures for compliance with this policy and terms, conditions and specifications of contracts and purchase orders are being fulfilled according to the agreement of the contract.

- A. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating procurements to obtain a more economical purchase.
- B. The school district must award contracts only to responsible vendors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.
- C. The school district must maintain records sufficient to detail the history of the procurement. These records will include the rationale for the method of procurement and value exchanged.

- D. The school district will be responsible for the settlement of all contractual and administrative issues arising out of procurements.

IV. DISTRICT CREDIT CARD USE

A. Staff members that requests to purchase items using the District credit card need to sign out the card using the ISD #363 Credit Card log with approval from District administration. Upon completion of the log, the credit card will be given to the staff member and itemized receipts outlining any items procured need to be returned to the District's business office.