

## LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 3000- BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

### PURCHASING PROCEDURES

AR 3310

Note: The following sample regulation may be revised or deleted as needed.

#### Purchasing Requisitions/Purchase Orders

- 1) Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Vendor responsiveness, maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
- 2) Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
- 3) Every transaction between a buyer and seller involving the transfer of property, equipment, services, or supplies shall be made by purchase order, formal contract or receipt credit card.
- 4) Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.
- 5) Procurement cards issued in the responsible employee's name shall be utilized in accordance with parameters set forth in Procurement Card Use Agreement. Receipts and documentation shall be attached to the monthly procurement card statement, signed by the employee's supervisor and forwarded to the business office.
- 6) The business office or other appropriate administrative entity shall verify the availability of funds and prepare purchase order to commit the expenditures.
- 7) Goods and services purchased shall be obtained at the best value consistent with standard purchasing practice. Best value shall be based on the total life cycle cost of the item; which can include an assessment of the functionality of the item and can use cost/benefit analysis to determine the best combinations of quality, service, time and cost considerations over the useful life of the item as well as possible trade-in values for items being replaced.
- 8) The District will maintain all records pertaining to the procurement of supplies, equipment, and services.
- 9) The District shall develop and maintain a log of contracts awarded for supplies, services and professional services together with any amendments to the contracts that include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The District may join with other units of government in cooperative procurement ventures where the best interest of the district shall be served.
- 10) The District shall compile and maintain, to the extent practicable, bidder and vendor lists for supplies, services and professional services utilized by the district.
- 11) All procurement transactions should provide full and open competition when in the best interest of the District. The District will adopt standard specifications for supplies and services wherever practicable. The standard specifications adopted by the district shall be based, insofar as possible, upon those proposed by the requesting person or department, modified as necessary to maximize clarity, uniformity, and open competition, while effectively meeting the requirements of the requesting department or individual as well as the efficient operation of the district.

#### Quantity Purchasing

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the school district.

## **Site Purchasing**

Principal/Head Teachers and department heads must prepare a requisition form whenever supplies, materials, and equipment are needed.

Requisitions are to be typed or printed and contain the following:

Name and address of vendor

Quantity required, including unit of issue

Catalog number

Item description

Unit cost and total price

Reason item is needed

Date merchandise is needed

Method of shipment (include insurance if over \$200.00)

Where item material is to be shipped

Page number

Signature of originator/Principal/Head Teacher

In the event the actual price is unknown, make an estimate. All purchase orders are numbered monthly in the accounting records to assure expenditures are within budget limitations.

The specific reason for use of the item or program to be charged is very important in order to properly code the purchase order, such as Vocational Education, Indian Education, Title I, construction, maintenance, etc. Just indicating "for school use" is not acceptable.

In connection with construction and maintenance projects, be specific as to what is actually being done, such as construction of windbreak, equipment repairs, repair of school plumbing, parts for generator, etc. See Section on "Equipment Repair" when sending in items for repair.

At the time the requisition is prepared, the initiator should retain a copy and forward the requisition to the District Office Purchasing Clerk for processing. The School District shall fill the school order in accordance with the District Purchasing and Bidding Policy, which is included at the end of this Section.

The District bids items for use during the following school year. The bidding cycle will be completed. If an item ordered cannot be substituted with like or equal, please indicate with a "\*".

A specific schedule will be sent annually which will establish actual order dates. When a purchase order has been approved and mailed, copies are distributed as follows:

White copy (original) sent to vendor.

Green copy and canary copy retained by Purchasing Clerk.

Pink copy returned to initiator to serve as receiving report, if the merchandise is being shipped directly to the school. If the merchandise is routed through the District Office, the pink (receiving) copy is retained there in the Shipping and Receiving Department.

Golden rod copy sent to school for files.

**Ordering supplies and equipment by anyone other than Purchasing Dept. is prohibited.**

If it is necessary to place an emergency order, a Purchase Order number must be obtained from the Business Manager. The requisition is approved according to regular procedure.

## **Receiving Reports**

The person receiving the shipment must sign his/her full name (no initials) and indicate the date it was received on the receiving report (pink copy of Purchase Order). Payment to the vendor is not made until the receiving report is received. Upon receipt of merchandise send the packing slips and receiving copy IMMEDIATELY to the District Office.

If an item has not been received within two (2) months from date of Purchase Order, the District Office should be notified so that follow-up can be initiated. If items are received damaged, file a claim report with the carrier with an information copy to the Accounts Payable Clerk in the District Office.

To avoid problems, we have adopted a policy of **NO BACKORDERS**. However, some vendors continue to send back orders until the order is complete. Please keep a copy of your Purchase Order copy on partial orders until you know the vendor has canceled the item. Once an item is canceled it may be ordered from another supplier.

### **Vendor Selection**

Generally, the District Office will provide you with information on selected vendors so that we can get price breaks on quantities, shipping, etc. We will work to identify those vendors who provide good service at the best price. If you receive poor service from a vendor, inform the District Office so that action can be taken.

### **Local Purchases**

In most instances, local purchases should be done on an emergency basis--not as a regular practice. Local purchases require Principal/Head Teachers approval.

### **Purchase Procedures**

- 1) The requisitioning of supplies, equipment, or repairs is done by the Principal/Head Teacher, Coordinator, or teacher.
- 2) Requisitions from schools are approved by respective Principal/Head Teacher. 3) Purchasing Department checks requests for all necessary information.
- 4) Purchase requisition is sent to Authorized Signer.
- 5) Purchase Order number is affixed, order cut on computer or items taken from stock. 6) Purchase Order is approved by administrator for release to vendor.
- 7) Purchase order is sent to vendor by the purchasing department.
- 8) Items arrive; the school or person receiving the purchase checks as to quantity, damage, if any. 9) Delivery to person placing order.

### **Purchasing - Contracting**

The Lake and Peninsula School District to encourage full and open competition whenever practical among all School District contractors by competitive bidding practices, and to Districtize purchasing and contracting to realize the economies resulting there from.

The Superintendent or Chief School Administrator or his/her delegate has exclusive authority to supervise the purchase of personal property or the contracting for personal services.

The following are exempted from this policy:

- (A) Professional services (includes air taxi services).
- (B) Contractual services (if no competition exists).
- (C) The hiring of employees.

The acquisition of personal property or personal services, the estimated cost of which exceeds one hundred thousand dollars (\$100,000.00), shall be by formal bids, advertised in a local newspaper of general circulation at least fourteen (14) days preceding the last day set for receipt of bids.

~~(A) Contract award or bid rejection on all formal bids shall be made by the Superintendent or Chief School Administrator. The Superintendent or Chief School Administrator shall notify the Board of all formal bid action.~~

~~(B) The following items or services shall not be subject to formal bid requirements:~~

~~1. Books~~

~~2. Proprietary (sole-source) items or services.~~

~~3. Emergency requirements.~~

~~4. Weekly and monthly food service requirements.~~

~~5. Goods or services from agencies of the Federal, State, or local government.~~

~~The acquisition of personal property or personal services, the estimated cost of which is less than one hundred thousand dollars (\$100,000.00), can at the discretion of the Superintendent or Chief School Administrator or his/her designee, be on the basis of "open market" or informal bid procedures under which the requirement for advertising the invitation need not be observed.~~

~~"Open Market" or informal bid procedures shall include the taking of quotations, when practical, from three (3) contractors, preferably in writing, or by telegram or fax.~~

#### **Definitions**

~~Purchasing Director means the Superintendent or Chief School Administrator or his/her designee.~~

~~Contractor refers to any person or entity contracting with the School District for the sale of personal property or personal service.~~

~~Proprietary Item means those items of personal property or personal service of any nature which, because of the singular characteristics of the item or service, can be supplied by only one contractor.~~

~~Contracting Officer means the Purchasing Director, or any other School District Administrative official designated by the Superintendent or Chief School Administrator to have supervision over the award of a contract.~~

*Revised 10/2025*

Lake and Peninsula School District

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