

Descriptor Term: PURCHASING PROCEDURES	Descriptor: DJB	Issued: Draft 2-10
	Rescinds: DJB	Issued: 3/27/07

The District shall comply with state law relative to purchasing procedures. The Board authorizes the superintendent or designee to purchase and supervise the purchasing of all supply items, repair parts, vendor performed services, and items of furniture and equipment, in accordance with state law and good purchasing practices. The superintendent is authorized to implement procedures consistent with this policy.

ADMINISTRATIVE PROCEDURE

1. Definition: The term "competitive written bid" shall mean a bid submitted on a bid form furnished by the buying agency or governing authority and signed by authorized personnel representing the vendor, or a bid submitted on a vendor's letterhead or identifiable bid form and signed by authorized personnel representing the vendor.

2. The District shall utilize a central purchasing and accounts payable process shall be utilized which adheres to in compliance with state law. prevailing laws in regard to all sections of the statutes as defining public sector transactions and applicable to a governing board. Central purchasing is the most efficient means of handling purchasing. All purchases must be authorized prior to the purchase. All purchase transactions shall be requisitioned on the proper document and ordered utilizing the approved purchase order form or executed contract process. Requisitions that are submitted after the fact shall not obligate the Board to make remittance. Individuals involved shall be responsible for making payment for all unauthorized purchases that do not adhere to the established purchasing process of the Board and District.

3. Expenditures totaling \$5,000 or less may be made with the approval of the purchasing agent, and by the issuance of a District purchase order.

4. Purchases which involve an expenditure of more than \$5,000 but not more than \$25,000 for ARRA purchases and \$50,000 for all other funds, exclusive of freight and shipping charges, may be made from the lowest and best bidder without publishing or posting advertisement for bids, provided at least two (2) competitive written bids quotes have been obtained. The Board hereby authorizes its purchasing agent to accept the lowest and best competitive written bid quotes meeting specifications. This authorization shall be on file in the policy manual of the TPSD and shall be recorded in the official minutes of the Board. In the event that the District has justification for accepting other than lowest quote, the Board shall approve the quote prior to the purchase order being issued.

5. The purchasing agent shall be liable for any penalties and/or damages as may be imposed by law for any act or omission of the purchasing agent constituting a

TUPELO BOARD OF TRUSTEES

violation of law when accepting any bid without approval by the Board. Competitive written quote shall mean a bid submitted on a quote form furnished by the ~~school~~ District and signed **and dated** by authorized personnel representing the vendor, or a quote submitted on a vendor's letterhead or identifiable bid form and signed **and dated** by authorized personnel representing the vendor.

6. Purchases which involve an expenditure of more than \$25,000 **for ARRA Funds and \$50,000 for all other funds** exclusive of freight and shipping charges, shall be made from the lowest and best bidder after advertising for competitive sealed bids. No project or purchase may be divided or sequenced to avoid the limits prescribed in this policy.

EXHIBITS

None

REFERENCES

MCA § 31-7-13

FORMS

EEF Teacher Supply Carryover Form DJB 1.0310

Legal Reference: ~~Section 37-39-3, 37-39-9; Mississippi Code of 1972~~

Legal Reference: **MCA §** 31-7-13, ~~Mississippi Code of 1972~~

Note: Want to add definition?