

PURCHASING
AUTHORITY

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any ~~purchase that costs or aggregates to a cost of \$10,000 or more shall require Board approval before a transaction may take place.~~ **Keller ISD bid resulting in the issuance of a purchase order for personal property in the amount of at least \$25,000 requires Board approval. The \$25,000 limitation, however, shall not apply to purchases made as catalog purchases as provided by Subchapter B, Chapter 2157 of the Texas Government Code. In addition, the \$25,000 limitation shall not apply to purchases made through the State Building and Procurement Commission and through other Interlocal Agreements approved in advance by the Board.**

PERSONAL
PROPERTY
PURCHASES

For purchases of personal property with a value of at least \$10,000 but less than \$25,000 in the aggregate for a 12-month period, the District may either seek price quotations pursuant to Education Code 44.033, or purchase those items in accordance with Education Code 44.031(a) and (b).

COMPETITIVE
BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE
SEALED PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

RESPONSIBILITY
FOR DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE
COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

PERSONAL
PURCHASES

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.