

First Reading: **November 12, 2015**

Second Reading: December 10, 2015

Adopted: June 12, 2008_____

799 PURCHASE OF AND PAYMENT FOR GOODS AND SERVICES

I. PURPOSE

The purpose of this policy is to provide guidelines for purchases made with district funds and to identify allowable expenditures.

II. GENERAL STATEMENT OF POLICY

District funds include all monies available for spending on school, department, district or related expenses, regardless of the source of the funds (property taxes, state aid, grants, gifts, fundraising, donations, vending machine receipts, etc.), that are under the authority of the school district, use the district's tax exempt number, and are subject to audit by the school district.

District funds are public funds and, in accordance with state law, must be spent for a public purpose in a way that benefits the public and is directly related to the school district's mission to educate students. Examples of appropriate expenditures of the district funds include, but are not limited to:

- A. Staff, supplies, furniture and equipment for instructional, classroom and office use;
- B. Co-curricular staff, supplies, and equipment;
- C. Audio-visual staff, supplies and equipment;
- D. Reference materials;
- E. Remodeling, repairing or maintaining district buildings, grounds and equipment;
- F. Professional services such as auditors, lawyers, architects, engineers, interpreters, etc.;
- G. Contracted services such as election judges, snow plowing, garbage removal, electricians, mechanics, etc.;
- H. Costs incurred to hold meetings related to district issues, including facility rental, speakers and materials;

- I. Employees participating in approved out-of-district workshops, conferences and seminars (including registration fees, transportation, lodging, meals and materials, within certain guidelines);
- J. Meals for employees and/or school board members at district-sponsored or school-sponsored workshops or meetings which run over a meal hour when there is no opportunity for the participants to leave the activity to purchase their own meal;
- K. Reimbursement of employees' expenses incurred while performing their duties, such as parking fees, work-related telephone calls, travel and meals at meetings with non-district employees when it is necessary to meet over a meal hour;
- L. Purchases of staff, services, supplies and equipment to provide student food services (through the Food Service department) and transportation services ~~(through Laidlaw)~~;
- M. Cost of supplies, materials and other expenses related to school fundraising activities; and
- N. Grant monies may be expended for the purposes authorized in the applicable grant.
- O. The director of business services, or designee, is designated as the program administrator of the school district's procurement card system. The school district shall maintain a list of procurement cardholders, which are approved by the cardholder's supervisor and program administrator. Procurement card purchases follow the same guidelines for appropriate expenditures of the school district's funds.

III. ~~CONTRACTS OVER \$100,000~~

~~If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.~~

IV. ~~CONTRACTS FROM \$25,000 TO \$100,000~~

~~If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids or by direct negotiation by obtaining two or more quotations for the purchase of sale when possible and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.~~

V. ~~CONTRACTS LESS THAN \$25,000~~

~~If the amount of the contract is estimated to be less than \$25,000, the contract may be made either upon quotations or in the open market, in the discretion of the governing body; but, so far as practical, shall be based on at least two quotations which shall be kept on file for a period of at least one year after receipt thereof.~~

Purchasing of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property will adhere to requirements listed in state statute 471.345.

This policy applies to all expenditures of district funds made by schools, departments, individuals, or other groups considered part of the Mahtomedi Public Schools ISD 832.

Legal References: Minn. Stat. 123B.02, Subd. 23 (General Powers of Independent School Districts)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. 471.382 (Credit Cards)

Cross References:

ADOPTED: June 12, 2008

REVISED: