

Operational Services

Exhibit - Internal Procedures for Procurement Transactions

Actor	Action
Staff Member	Identifies a procurement need and makes a written request to the appropriate department head and/or Building Principal.
Building Principal, appropriate department head or designee	Evaluates staff member's request by conducting a needs analysis, determining a funding source, and determining if request should be sent to the Business Office for further analysis.-
Director of Accounts Payable Business Manager and/or Designee	Reviews building level request for entering purchase order, amount, budget code and vendor. If everything is in order, approves and sends request to Assistant Superintendent for Business and Operations.
Assistant Superintendent for Business and Operations or designee	Review building level written procurement request and approve purchase.
Superintendent and/or designee	<p>Reviews staff member's request and analyses of same; evaluates educational value of procurement requested. Superintendent and/or designee may then:</p> <ul style="list-style-type: none"> • Approve procurement request if below amount set by the School Board and/or State law (105 ILCS 5/10-20.21); • Deny procurement request; or • If procurement request amount exceeds the Superintendent's authority, seeks Board permission for procurement. See policy 4:60, Purchases and Contracts, for the amount designated by the Board. <p>When presenting a contract or purchase for Board approval, the Superintendent and/or designee shall ensure it complies with applicable State and federal law. See Policy 4:60, <i>Purchases and Contracts</i>.</p>
School Board	<p>Reviews bills present by Assistant Superintendent for Business and Operations, or designee.</p> <p>Considers any contract requests submitted by the Superintendent and/or designee.</p>
Superintendent and/or designee	Identifies appropriate method of procurement and ensures appropriate method is followed.

APPROVED: