

BP 3310 PURCHASING PROCEDURES

The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law. The Superintendent or designee may issue and sign purchase orders.

No employee, officer or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible or personal benefit from a firm considered for a contract. The officers, employees and agents of the District may neither solicit nor accept gratuities, favors of anything of monetary value from contractors or parties to subcontracts. However, non-substantial gifts of nominal value may be accepted if the item is non-solicited.

Purchasing items locally is an important function of supporting our local economy by keeping dollars flowing through the community of Craig. The local business community has shown unwavering support of our schools and students. Craig City Schools recognizes the importance of returning this support by purchasing products and supplies locally whenever reasonable while exhibiting good stewardship of public funds.

The School Board encourages the selection of Alaskan products when such products meet the needs of the district and shall adhere to state law regarding purchasing preference for Alaskan products.

Legal Reference:

ALASKA STATUTES

[14.08.101](#) *Powers (Regional school boards)*

[14.14.060](#) *Relationship between borough school district and borough*

[14.14.065](#) *Relationship between city school district and city*

[29.71.050](#) *Procurement preferences for recycled Alaska products*

[36.30](#). *State Procurement Code*

[37.05](#) *Fiscal Procedures Act*

CODE OF FEDERAL REGULATIONS

[2 C.F.R. 200.317-326](#), *Procurement Standards*

Revised 10/11

Reviewed 10/2014

Revised 3/2021

Reviewed 8/2024

Craig City School District