

*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;
- 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.

Examples of inappropriate expenditures of the district funds include, but are not limited to:

- A. Gifts, flowers, meals, mileage or similar items for non-school functions, including for employees, students, members of a student's family, volunteers or other people's personal events such as birthdays, secretary's day, boss's day, appreciation activities, funerals, illness and retirement parties, including contributions to sunshine funds, social activities, etc.;
- B. Meals, food or refreshments for employees at meetings or for any other reason except when an employee meeting must be held over a meal hour;
- C. Meals, food or refreshments for parents, community members and other visitors at meetings and other events, e.g., open houses, curriculum nights, parent/teacher conferences, etc.;
- D. Meals, food or refreshments for students, as incentives or rewards, except when an integral part of the course and curriculum and/or part of the individual student's educational plan.
- E. Meals for third parties, such as consultants, independent contractors, community organizations, officials or representatives from other school districts, municipalities and other government agencies;
- F. Alcoholic beverages;

- F. Donations or contributions to students, employees, families or other organization;
- G. Entertainment or recreation costs incurred by an employee while attending a conference, seminar, workshop, team-building activity or other staff development event or while participating in a social activity with other employees;
- H. Marketing activities that include giving away token first with school or district logos;
- I. Decorations (such as plants, pictures, etc.) for an individual employee's work space (as opposed to decorations that enhance the work area as a whole);
- J. Costs of persons who are not district employees accompanying a district employee to a seminar, workshop, conference, team-building activity or other staff development event;
- K. Personal long-distance phone calls and/or faxes; and
- L. Sales tax and tips

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**

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:*