

BOARD POLICY

DJE

FISCAL MANAGEMENT PURCHASING

June 20, 1988

The Board authorizes the Superintendent to purchase and/or supervise the purchase of all materials, equipment, supplies and services necessary for the operation of the School District. It is the intent of the Board that the School District purchase competitively, without prejudice or favoritism, and seek maximum value for all expenditures. Competitive pricing is to be pursued by following legally required processes, as well as through such methods as cooperative purchasing, formal or informal bidding, requests for quotations from multiple vendors, and negotiation. The Board reserves the right to accept or reject any or all bids.

ADMINISTRATIVE PROCEDURES

DJE

FISCAL MANAGEMENT PURCHASING

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In ordering materials and supplies for the building, principals will follow these regulations:

1. All purchases involving the procurement of any item or group of items, including service which necessitates the expenditure of less than \$2,000 require the approval of the building principal/administrator or the Assistant Business Principal.
2. All purchases over \$2,000 require the approval of the building principal/administrator or the Assistant Business Principal along with approval of the designated Central Office administrator.
3. All purchases between \$10,000 - \$22,999 may be awarded after receipt of written quotations which will be attached to the purchase order. An attempt will be made to obtain at least three (3) quotations from competitive bids.
4. All purchases of \$23,000 or more will be awarded after receipt of sealed bids to be solicited by the purchasing supervisor and with the approval of the School Board. An attempt will be made to obtain at least three (3) quotations from competitive bids. Awards will be made to the lowest, responsible, qualified vendor, meeting specifications, taking into consideration the quality of materials or services desired and their contribution to program needs. However, the Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district.

The following items are exempted from competitive bidding:

1. Professional services.
2. Purchases made through governmental entities or purchasing consortiums.
3. Magazines, textbooks, books or periodicals as well as software licensing and upgrades.
5. Emergency purchases may be made with appropriate central office authorization without utilizing the quotation or bidding process. A public emergency may arise out of an accident or other unforeseen occurrence which could affect the life, health or safety of children, and where immediate action cannot await competitive bidding. Fire or damage by the elements to electrical systems, heating or school plumbing come under this heading. All emergency orders will be placed with the vendor by the Purchasing Department.
7. To ensure proper inventory tagging and prompt payment, all equipment requisitions will be processed for delivery to the central warehouse.

The Director of Finance is authorized on a limited basis to purchase products which are regularly purchased by the district and that are being offered at a special limited price that requires action prior to normal Board committee review and approval process. The district will secure other competitive bids to confirm that the special price cannot be duplicated under the regular Board approval process.

On occasion, because of a need to maintain conformity or compatibility, or to satisfy certain technical requirements, it may be appropriate to seek a product or service from a single source. Any deviations from the bidding requirements of this regulation must be authorized by the Director of Finance.

Purchase requisitions cannot be processed until **all** of the above criteria have been met. Requisition procedures are designed to meet the needs of the various operating units within the district and must also follow the purchasing policies as approved by the Board of Education.