

SSAISD BOARD AGENDA - ITEM SUMMARY

MEETING DATE:	May 21, 2014
MEETING TYPE:	<input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> SPECIAL
ITEM TITLE:	CH (Local) Policy Amendment
PURPOSE:	<input type="checkbox"/> RECOGNITION <input type="checkbox"/> REPORT ONLY <input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> ACTION
PRESENTER(S):	Dr. Saavedra
REQUESTED BY:	Dr. Saavedra

I. DESCRIPTION OF ITEM TO INCLUDE YOUR SPECIFIC REQUEST:

Discussion and possible action to amend the CH (Local) policy.

II. BACKGROUND INFORMATION (DOCUMENTATION):

See attached.

III. ALTERNATIVES CONSIDERED (IF APPLICABLE):

N/A

IV. RECOMMENDATION AND IMPACT:

Currently, Board approval is required for purchases over \$10,000. Seeking approval to increase the amount to \$25,000.

V. DISTRICT GOAL AND CORRESPONDING DEPARTMENTAL INITIATIVE:

Goal 7: South San Antonio ISD will operate efficiently and prioritize budgetary expenditures to ensure financial stability and effective allocation of resources to meet the educational needs of the district.

VI. FUNDING SOURCE-PROGRAM AND/OR BUDGET CODE:

N/A

PURCHASING AND ACQUISITION

CH
(LOCAL)PURCHASING
AUTHORITY

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs ~~\$10,000~~ ^{\$25,000} or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Additionally, Board approval shall be required when a technology purchase costs \$10,000 or more.

PURCHASING
METHOD

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL).

COMPETITIVE
BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE SEALED
PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

RESPONSIBILITY FOR
DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE
COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

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PURCHASING AND ACQUISITION

CH
(LOCAL)

PERSONAL
PURCHASES

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

**PURCHASING AND ACQUISITION
CH
(LOCAL)**

DISTRICT	PURCHASING AUTHORITY
South San Antonio ISD	\$10,000.00
San Antonio ISD	\$25,000.00
Northeast ISD	\$50,000.00
Northside ISD	\$50,000.00
Harlendale ISD	\$15,000.00
Edgewood ISD	\$50,000.00 Monthly Report required
Southside ISD	\$50,000.00
Southwest ISD	\$25,000.00
Somerset ISD	\$10,000.00 In the event that the Superintendent has determined that the purchase provides the best value to the District, the Superintendent shall have the authority to make purchases in excess of \$25,000 only through interlocal agreements. Purchases that cost \$10,000 or more made through a purchasing method other than through an interlocal agreement or cooperative shall be approved by the Board. Purchases of textbooks, regardless of cost, shall only require the Superintendent's approval.