

702.1 PROCUREMENT PRACTICES

I. PURPOSE

The purpose of this policy is to outline the purchasing practices followed by the school district.

II. GENERAL STATEMENT OF POLICY

This policy defines the process for purchasing supplies, equipment, materials and services that will be used to meet the educational needs of the school district. Purchasing processes follow the guidance of state statutes, federal OMB uniform guidance, the directives of the Minnesota Department of Education and the district auditor, and business best practices.

III. PURCHASING PRACTICES

1. The Business Office shall perform the administrative functions necessary to the procurement of goods and services for the School Board and maintain accurate records of all transactions for documentation and audit purposes.
2. All purchases will follow the District's requisition and purchase order process established by the business manager. In the case of an emergency or urgency of time, the process may be modified with the pre-approval of the superintendent. Payments to vendors will not be approved or paid until the item or service has been received.
3. All purchase orders will be reviewed by the appropriate administrative staff to ensure the item is necessary and appropriate in relation to the strategic goals of the District.
4. In the instances where applicable and advantageous, administrative staff will review local government intergovernmental agreements for consideration.
5. All contracts are to be awarded to only those businesses or contractors with the ability to perform the specified contract terms successfully.
6. All solicitations sought by the District will provide clear and accurate descriptions of the technical requirements for the material, product, or service to be procured.
7. The District shall seek business and/or bids from all eligible vendors and consultants, regardless of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status or disability.