

PURCHASING AND ACQUISITION

CH  
(LOCAL)

PURCHASING  
AUTHORITY

The Board delegates to the Superintendent or designee the authority to make budgeted purchases from District funds for goods or services. However, any single, budgeted purchase of goods or services ~~other than capital assets that costs of \$15~~ 25,000 or more shall require Board approval before a transaction may take place.

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with Government Code Chapter 791;
2. A purchase made through a cooperative purchasing program, in accordance with Local Government Code 271.102;
3. A purchase made through a state purchasing program that satisfies the District's obligation for competitive purchasing;
4. A continuing or periodic purchase under a Board-approved bid or contract; or
5. A purchase for produce or fuel.

The Superintendent or designee shall be responsible for signing contracts for externally provided professional services as deemed necessary and within the scope of the approved appropriate budget.

Unless state law or Board policy specifically requires the Board to make or approve a purchase, authorized District employees in charge of a department or school budget may purchase items included in their approved budget, in accordance with administrative regulations

~~Any single purchase of a capital asset as defined in CFB(LOCAL), excluding library books, shall require Board approval before a transaction may take place.~~

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. Bids shall be opened at the time specified, and all bidders shall be invited to attend the bid opening. Bids may be withdrawn prior to the sched-

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uled 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 of 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.

PROFESSIONAL  
SERVICES

~~The District shall issue requests for qualifications (RFQ) for all professional services provided to the District at least every three years, unless the professional services are provided on a project-specific basis. If the professional services are provided on a project-specific basis, an RFQ shall be issued before professional services are sought or procured for other similar projects.~~

~~All providers of professional services to the District at the time an RFQ is issued shall be allowed to submit responses to the RFQ and shall be eligible for consideration by the District. The District shall not be required to change providers after review of any responses to an RFQ and no rotation between providers of professional services shall be required.~~

~~The Board shall be notified when RFQ's for professional services are issued. The Board shall approve providers of professional services based upon the responses received to the RFQ's, the evaluation of the responses by and recommendation of the Superintendent or the Superintendent's designee, and the requirements of Policy CH(LEGAL) where appropriate. All recommendations and requests for approval shall be presented to the Board with adequate notice so that selection by the Board can be made with as little negative impact to the District as possible.~~

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. Per-

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sons 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 with the following properly documented and budgeted exceptions:~~

- ~~1. Payments to workers at District-administered athletic events;~~
- ~~2. Payments to individuals officiating athletic events;~~
- ~~3. Entry fees for beyond-District UIL and District-approved non-UIL competitions;~~
- ~~4. Payments for services performed pursuant to Board-approved contracts;~~
- ~~5. Payroll related disbursements;~~
- ~~6. Memberships;~~
- ~~7. Registrations for conferences and workshops;~~
- ~~8. Admission fees for exhibits, museums, events and other similar attractions or activities; and~~
- ~~9. Utilities.~~

~~Nothing herein shall preclude the administration from requiring the issuance of a purchase order for any of the above exceptions if it is determined to be in the interest of the District to do so.~~

PERSONAL  
PURCHASES

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