

The Board of Trustees of Minidoka County Joint School District No. 331 adopts the following procedures for purchasing personal property and constructing, repairing or improving real or personal property to assure the wise and appropriate use of public funds placed in its control by issuance of purchase orders for all purchases within the District. Purchase orders may be obtained by electronically submitting a requisition to the District Office by authorized personnel at each site.

[It will be the policy of this District to conduct its purchasing program in a manner to assure the best utilization of District funds. The Board, or its designee, reserves the right to determine what is in the best interest of the District.](#)

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year and pursuant to state purchasing and federal procurement requirements. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$100,000, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students. The Superintendent shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds that align with state purchasing and federal procurement requirements. Staff members shall not obligate the District without express authority. Staff members who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

The District's budget will contain fund allocations for purchasing of specific items.

The intent of the purchase order process is to provide internal control and timely processing of the purchase order to assure the earliest payment of bills.

All purchase orders must be approved prior to placing order or making purchases.

The Superintendent shall review this policy and its procedures annually with all District office, building administration, and supervisory staff.

Definitions

1. "Invitation for Bids" -- The formal Notice as required by Idaho code, Section 33-601
2. "Invitation for Quotations" -- The informal method of obtaining comparable prices from suppliers or vendors
3. "Request for Proposals" - The formal method of obtaining comparable prices from suppliers or vendors.

Cooperative Purchasing

The District may cooperatively enter into contracts with one (1) or more districts to purchase materials necessary or desirable for the conduct of the business of the District provided that the purchasing cooperative follows state purchasing and federal procurement requirements.

Bids and Contracts

To assure that consistency and wise management is provided, the Administration is to use the following purchasing requirements based on estimated value of items:

1. Except for the purchase of curricular materials as defined in section 33-118A, Idaho Code, or purchases in cooperation with the division of purchasing or cooperative agency established pursuant to chapter 23, title 67, and/or sections 33-315 through 33-318, Idaho Code, no contract for the construction, repair, or improvement of any real property, or the acquisition, purchase or repair of any equipment, or other personal property necessary of the operation of the School District of Twenty-five Thousand Dollars (\$25,000) or more may be executed without following the legal bid process as required by section 33-601, Idaho Code. All requests for bids must have a complete set of written specifications submitted to the District Treasurer, who will initiate the bid process.
 - a. Formal bids shall be called for by issuing public notice as specified in statute as well as following federal procurement requirements. Specifications shall be prepared and be made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any bid, reject all bids, and publish notice for bids once again. If after calling for bids a second time, no satisfactory bid is received, the Board may proceed under its own direction, subject to the approval of the State Board of Education.
 - b. In determining what bid is the lowest responsible bidder, the District will not only take into consideration the amount of the bid, the District will also consider the skill, ability, and integrity of a bidder to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References for the bidder should be contacted.
 - c. The Superintendent shall establish bidding and contract awarding procedures that align with state purchasing and federal procurement requirements.

EMERGENCY CLAUSE FOR ABOVE MAY BE IMPLEMENTED IF IT INVOLVES THE SAFETY OR WELL BEING OF THE STUDENTS, OR REQUIRING IMMEDIATE EMERGENCY ACTION WHICH CANNOT BE DELAYED FOR THE TWENTY FOUR HOURS TO OBTAIN REGULAR PURCHASING AUTHORIZATION. A VERBAL APPROVAL BY THE

SUPERINTENDENT MUST BE OBTAINED THROUGH PHONE OR RADIO BEFORE THE PURCHASE CAN BE MADE.

Personnel Conflicts of Interest

~~No bids, or quotes, or purchases will be solicited or accepted from any Trustee or spouse of a Trustee of the District except as provided by sections 18-1361 or 18-1361A, Idaho Code, or from any employee or spouse of an employee unless specifically authorized in advance by the Board of Trustees of the District. Consistent with the District's intent to operate with full disclosure, it will be required that these individuals and all individuals submitting bids or quotations file a completed Related Party Transaction statement (Form 803.30F1) with the accounting department at the District Office. . Additionally, no employee of the District may personally receive any pecuniary interest, gain benefit, gift or gratuity in return for the District making a purchase from, or entering into a contract with, any individual, vendor, supplier or other entity.~~

No employee will make any purchase or incur any obligations for or on behalf of the District from any private business, contractor, or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this District has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, the contractor, or the vendor will fully disclose, in writing, the employee's exact relationship to the business, the contractor, or the vendor;
2. The affected business, the contractor, or the vendor may submit a bid in compliance with the specifications outlined by the District;
3. The interested employee will not be involved in any part of bidding process, including but not limited to, preparing specifications, advertising, analyzing, or accepting bids; and
4. This policy will apply to any organization, fund, agency, or other activity maintained or operated by the District.

No employee will solicit gifts, gratuities, favors, prizes, awards, merchandise, or commissions as a result of ordering any items or as a result of placing any purchase order with a business, contractor, or vendor on behalf of the District nor accept anything of monetary value from a business, contractor, or vendor except for unsolicited gifts of \$50 or less in value.

Procurement Under a Federal Award

In addition to the conflicts of interest outlined above, no employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest include instances where any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

1. The employee, officer, or agent;
2. Any member of his or her immediate family, including spouses, children and parents;
3. His or her partner. For the purposes of this policy, “partner” shall mean an adult of the same sex or different sex with whom the employee, officer, or agent shares a non-marital intimate relationship and a common residence and with whom they mutually affirm that they share responsibility for each other’s common welfare; or
4. An organization which employs or is about to employ any of the parties listed above.

The following activities are prohibited:

1. The purchase during the school day of any food or service from a District contractor or vendor for individual use;
2. The removal of any food, supplies, equipment, or school property without proper authorization;
3. Individual sales by District personnel of any school property, including used items.

Violations

Any District officer, employee, or agent who violates this policy may be subject to disciplinary action, including but not limited to a fine, suspension, or termination. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Replaced Equipment

When the School District purchases equipment or other tangible property, and the equipment or other tangible property being purchased will replace equipment or tangible property then owned by the District, such property of the District should be used as a trade-in, unless it can be demonstrated to the satisfaction of the Superintendent the retention or disposal by other means of said property being replaced will be in the best interest of the School District. To advance the District’s desire for positive public relations, employees of the District are prohibited from buying back said traded-in items from the vendors or agencies from which the purchase of replacement equipment or tangible property was made, without providing prior notice to the Superintendent, of the employee’s intent to purchase the trade-in item from the vendor or agency.



LEGAL REFERENCE: Idaho Code §33-601, 18-1861A, 33-118A, 33-315, 33-

- LEGAL REFERENCE:** I.C. § 33-601 Real and Personal Property – Acquisition, Use or Disposal of Same.
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- I.C. § 33-402 Notice Requirements
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- I.C. § 33-316 Cooperative Contracts to Employ Specialized Personnel and/or Purchase Materials
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- I.C. § 18-1351 Bribery and Corrupt Practices – Definitions
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- I.C. § 59-701 Ethics in Government

ADOPTED: February 25, 2002

AMENDED/REVISED: November 18, 2002, September 20, 2004; December 14, 2015

Refer to: 803.30F1, 803.30F2, 803.30F3, 803.30F4, 803.30F5, 803.30P1, 803.30P2