

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 3000- BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PURCHASING PROCEDURES

AR 3310

Note: The following sample regulation may be revised or deleted as needed.

Purchasing Requisitions/Purchase Orders

- 1) Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Vendor responsiveness, maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
- 2) Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
- 3) Every transaction between a buyer and seller involving the transfer of property, equipment, services, or supplies shall be made by purchase order, formal contract or credit card.
- 4) Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.
- 5) Procurement cards issued in the responsible employee's name shall be utilized in accordance with parameters set forth in Procurement Card Use Agreement. Receipts and documentation shall be attached to the monthly procurement card statement, signed by the employee's supervisor and forwarded to the business office.
- 6) The business office or other appropriate administrative entity shall verify the availability of funds and prepare purchase order to commit the expenditures.
- 7) Goods and services purchased shall be obtained at the best value consistent with standard purchasing practice. Best value shall be based on the total life cycle cost of the item; which can include an assessment of the functionality of the item and can use cost/benefit analysis to determine the best combinations of quality, service, time and cost considerations over the useful life of the item as well as possible trade-in values for items being replaced.
- 8) The District will maintain all records pertaining to the procurement of supplies, equipment, and services.
- 9) The District shall develop and maintain a log of contracts awarded for supplies, services and professional services together with any amendments to the contracts that include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The District may join with other units of government in cooperative procurement ventures where the best interest of the district shall be served.
- 10) The District shall compile and maintain, to the extent practicable, bidder and vendor lists for supplies, services and professional services utilized by the district.
- 11) All procurement transactions should provide full and open competition when in the best interest of the District. The District will adopt standard specifications for supplies and services wherever practicable. The standard specifications adopted by the district shall be based, insofar as possible, upon those proposed by the requesting person or department, modified as necessary to maximize clarity, uniformity, and open competition, while effectively meeting the requirements of the requesting department or individual as well as the efficient operation of the district.

Quantity Purchasing

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the school district.

Lake and Peninsula School District
