

# INDEPENDENT SCHOOL DISTRICT #877 POLICY

## Buffalo-Hanover-Montrose

INDEX TITLE Non-Instructional Operations and Business Services SERIES NO. 700

POLICY TITLE Purchasing CODE NO. 714

### I. PURPOSE

The purpose of this policy is to provide guidelines for purchases made with district funds and to identify allowable expenditures.

### II. GENERAL STATEMENT OF POLICY

District funds include all monies available for spending on school, department, district or related expenses, regardless of the source of the funds (property taxes, state aid, grants, gifts, fundraising, donations, vending machine receipts, etc.), that are under the authority of the school district, use the district's tax exempt number and are subject to audit by the school district.

Expenses or contracts ranging from \$25,000 to \$100,000 shall be based upon two or more written quotations or sealed bids. Expenditures in excess of \$100,000 shall be based on sealed bids or as described by law. Expenses or contracts ranging from \$5,000 to \$25,000 must include two quotes when submitted to the Business Office for payment.

District funds are public funds and, in accordance with state law, must be spent for a public purpose in a way that benefits the public and is directly related to the school district's mission to educate students. Examples of appropriate expenditures of the district funds include, but are not limited to:

- A. Staff, supplies, furniture and equipment for instructional, classroom and office use;
- B. Co-curricular staff, supplies, and equipment;
- C. Audio-visual staff, supplies and equipment;
- D. Reference materials;
- E. Remodeling, repairing or maintaining district buildings, grounds and equipment;
- F. Professional services such as auditors, lawyers, architects, engineers, interpreters, etc.;
- G. Contracted services such as election judges, snow plowing, garbage removal, electricians, mechanics, etc.;
- H. Costs incurred to hold meetings related to district issues, including facility rental, speakers and materials;
- I. Employees participating in approved out-of-district workshops, conferences and seminars (including registration fees, transportation, lodging, meals and materials, within certain guidelines);

- J. Meals for employees and/or school board members at district-sponsored or school-sponsored workshops or meetings which run over a meal hour when there is no opportunity for the participants to leave the activity to purchase their own meal;
- K. Reimbursement of employees' expenses incurred while performing their duties, such as parking fees, work-related telephone calls, travel and meals at meetings with non-district employees when it is necessary to meet over a meal hour;
- L. Purchases of staff, services, supplies and equipment to provide student food services (through the Food Service department) and transportation services (through Laidlaw);
- M. Cost of supplies, materials and other expenses related to school fundraising activities; and
- N. Grant monies may be expended for the purposes authorized in the applicable grant.
- O. The Director of Finance and Operations, or designee, is designated as the program administrator of the school district's procurement card system. The school district shall maintain a list of procurement cardholders, which are approved by the cardholder's supervisor and program administrator. Procurement card purchases follow the same guidelines for appropriate expenditures of the school district's funds.

This policy applies to all expenditures of district funds made by schools, departments, individuals, or other groups considered part of ISD 877 Buffalo-Hanover-Montrose.

Legal References:

Minn Stat. 471.382 Credit Cards

Minn Stat. 123 B.02, Subd 23 General Powers of Independent School Districts

**Administrative Offices  
Buffalo, Minnesota 55313**

**DATE OF ADOPTION**      February 27, 2006

**DATE OF REVIEW**      November 27, 2006

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