

PURCHASING POLICY, STRUCTURE AND AUTHORITY

1. The purpose of district purchasing policy is to provide for fair and equitable treatment of all persons involved in public procurement by the district, to maximize the purchasing value of public funds in procurement, and provide safeguards for maintaining a procurement system of quality and integrity.
2. The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services.
3. The board declares its intention to purchase competitively without prejudice, and to seek maximum educational value for every dollar expended.
4. The acquisition of supplies, equipment and services is centralized in the office of the purchasing agent, which functions under the supervision of the chief financial officer.

The board assigns the chief financial officer the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations, and that they be consistent with the approved educational goals and programs of the district.

The superintendent's purchasing designees are the chief financial officer/purchasing agent.

The superintendent or a designee - chief financial officer/purchasing agent - may execute and award contracts and purchase orders for the district when district funds are available to pay such obligation and the purchase is in accordance with the district purchasing policy. The superintendent or a designee - chief financial officer/purchasing agent - may obligate the district with direct ordering. Orders placed without an authorized purchase order or purchases made in violation of the district's purchasing policy and procedures are the individual's responsibility and liability. Payment of such obligations is not the district's responsibility. Only the superintendent or a designee (chief financial officer/purchasing agent) may authorize payment of such obligations, which were made in violation of the district purchasing policy. The superintendent is to apprise the Board of these actions at the next regular board meeting.

5. The Board has established a central purchasing authority responsible for implementing district purchasing policy, procedure, and oversight of public contracting by the district. The Board has established this authority with the office of the chief financial officer who will be responsible for the management of the full spectrum of district procurement activities. The chief financial officer delegates the direction of district procurement activities to the purchasing agent. Procurement activities include the buying, purchasing, renting, leasing or otherwise acquiring of supplies, equipment, services. It also includes all functions that pertain to the obtaining of any supply, equipment or service including description of requirements, selection and solicitation of sources, preparation and award of contract, all phases of contract administration and the management and disposal of supplies and equipment.

6. The chief financial officer/purchasing agent may delegate authority to purchase certain supplies and services to other district personnel if such delegation is deemed necessary for the effective procurement of those items and if the dollar amount of the purchase does not exceed \$1,000. When such a delegation is extended, the using agency must adhere to district central purchasing policies and procedures. The chief financial officer and the purchasing agent will monitor all delegated purchasing activities.
7. The chief financial officer/the purchasing agent may adopt operational procedures relating to the execution of centralized purchasing duties, which are consistent with the district purchasing policy and procedures.
8. The chief financial officer/purchasing agent may cancel or reject any or all requisitions, purchase orders, invitations for bid, request for proposals, in whole or in part when it is for good cause and in the best interest of the district. Sureties in such form as insurance certificates, bid or performance deposits may be required by the purchasing agent when it is in the best interest of the district to require such sureties.
9. The chief financial officer will submit the purchasing agent's recommendations for award to the board of education for the purchase of supplies, equipment and services from the lowest and best bidders for all construction and remodeling services of \$5,000 or more for which the prevailing wage rate applies and for all purchases of supplies, equipment and services of \$5,000 or more.

Adopted: June 30, 1981

Revised: September 27, 1983

Revised: November 13, 1990

Revised: November 12, 1996

Revised: August 26, 1997

Revised: May 8, 2001