

**PURCHASING AUTHORITY**

The Superintendent, or a designee, - the Purchasing Agent - shall be authorized to make purchases of budgeted items to a maximum of \$5,000 without prior Board of Education approval. The \$5,000 limitation shall apply to all supplies and contractual services except as otherwise provided in the waivers listed herein, when the estimated cost thereof shall equal or exceed \$5,000. Construction, remodeling, and other services covered by the prevailing wage rate will be presented to the Board of Education for approval before purchasing when the dollar amount equals \$5,000 or more.

The request for Board of Education approval of proposed purchases shall include the following:

- A. Bid prices or rationale for recommending single source purchases.
- B. Justification of need for purchase.
- C. Budget items and statement as to within budget or item from which budget will be transferred.
- D. Administrative recommendation.
- E. Statement of justification for recommendation to choose other than low bid.

The limitation of \$5,000 is waived in the following situations:

- A. In the event of emergency, disaster, or conditions imposing upon the general welfare, health, or safety of school children, the Superintendent, or a designee, shall be authorized to make purchases necessary to alleviate the condition. The Superintendent is to apprise the Board of these actions at the next regular Board meeting.
- B. When supply items are bid and purchases are made under the auspices of the Cooperating School Districts of the St. Louis Suburban Area, Inc.; Regional Consortium for Educational Technology (RCET); Missouri Educational Consortium, State of Missouri, etc., notice will be given to the Board of Education at the next regular Board meeting.
- C. In the event of a major need to proceed with remodeling and/or construction to provide instructional areas for students and for the purchase of supplies and/or materials for the instructional process, the Superintendent, or a designee, shall be authorized to make purchases not to exceed \$12,500 to alleviate the condition. The superintendent will report these purchases to the Board at the next regular Board meeting for Board ratification.

Adopted: June 22, 1982

Revised: September 27, 1983

Revised: November 13, 1990

Revised: December 11, 1990

Revised: November 12, 1996

Revised: May 8, 2001