

Purchasing Agent - Duties and Scope of Authority

The purchasing agent for the district has the duty to purchase all supplies, services, and construction needed by any school or department in the district in accordance with district purchasing policies and procedures approved by the Board of Education. The district purchasing department is defined as the purchasing agent and the purchasing secretary.

Except as provided by the district purchasing policy and procedures, it shall be inappropriate for any district employee to order the purchase of any supplies or make any contract within the purview of this policy and procedure other than through the district purchasing department. Any purchases or contract made contrary to the district purchasing policy and procedure will not be approved and the district will not be bound thereby. Administrators and support directors may supervise representatives such as financial assistants, buyers, and supply coordinators who support the school or department in accomplishing their duties under the district purchasing policy and procedures. No employee, other than the purchasing agent, may represent to the public or to the vendors that they are agents of the purchasing department.

As the agent for the Board of Education, the purchasing agent will

- (a) Act to purchase for the district a suitable quality in supplies and contractual services at the least expense to the district.
- (b) Discourage collusive or restrictive bidding and endeavor to obtain as full and open competition as possible on all purchases.
- (c) Recommend and amend district purchasing policy and procedure and adopt any operational rules necessary for the purchasing department's operation.
- (d) Keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the district the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical associations, trade associations having national recognition and by private businesses and organizations.
- (e) Prescribe and maintain such forms as reasonably necessary to the operation of the purchasing department.
- (f) Prepare and adopt standard purchasing guides for using schools, departments and suppliers.
- (g) Prepare, adopt and maintain a vendor performance file and master bid list.
- (h) Explore the possibilities of buying "in bulk" so as to take full advantage of discounts.
- (i) Chair the district standardization committee.

- (j) Cooperate with the district business office so as to secure for the district maximum efficiency in budgeting and accounting.
- (k) Have the authority to declare as irresponsible bidders those vendors who default on their quotations, and to disqualify them from receiving any business from the district for a stated period of time not to exceed three years per occurrence.
- (l) Have the authority to disqualify vendors from any contracts with the district for a stated period of time in accordance with DJF-R.
- (m) Advise the Board of Education on purchasing matters and submit recommendations for award to the Board of Education.

Adopted: November 12, 1996

Reviewed: March 20, 2001