Purchasing

All duties of purchasing for the school board are centralized under the Superintendent of Schools with the technical function of procurement being delegated by the board.

The objective is service to and for the district. To accomplish this purpose, the following fundamental functions must be fulfilled:

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the correct amount of the product.
4. Pay a suitable price.
5. Buy without favor or prejudice.

The Superintendent of Schools and Business Administrator shall establish practical and efficient office procedures, reports, records, and systems for proper conduct of the school district business.

The Business Administrator shall conduct or supervise all purchase transaction for the district.

All transactions shall be in accordance with federal and state laws, rules, and regulations of the board, and as approved by legal counsel.

The business office shall prepare and keep up-to-date a stock catalog built around the principles of simplification and standardization.

The business office acts as a center of information on sources of supply for many items used by the district.

The business office shall maintain a file on current trade catalogs which shall be available to all departments.

The Business Administrator shall coordinate the maintenance of a system of inventory control to account for available equipment and supplies to insure that sufficient materials are on hand for the proper functioning of the district.

The Business Administrator shall establish a purchasing calendar to consolidate orders, buy seasonal items at the appropriate time of the year, and seek the price benefits through proper timing and quantity buying.

The Superintendent of Schools and Business Administrator shall coordinate the disposal of all surplus, obsolete, or scrap material, as authorized by the Board.
Purchasing and Staff Relationships

All requests for prices or repair services and all purchasing shall be made according to district procedures.

All communications with suppliers shall be through the Business Administrator except that sales representatives may be permitted in schools for the demonstrating materials provided for the approval of building administrator has been secured.

In interviews with salesmen, no one shall commit by implications or otherwise on preference for any product, the districts source of supply for any product, or give any information regarding performance or price which might in any way embarrass the district.

Employees of the district shall not be financially interested in any contract for goods under which the contract is (a) between the school district and the employee: (b) between the school district and a partnership or unincorporated association of which the employee is a partner or which he is an owner or holder, directly or indirectly, of a proprietorship interest; or (c) between the school district and a cooperation in which any employee is the owner or holder, directly or indirectly.

There should be a growing recognition of the integral interdependence among the classroom teacher, administrator, and the various administrative departments with the purchase of supplies and equipment.

Selection of the material is a prerogative of each school; however, the business administrator shall have the authority to question the quality of the material requested and to make recommendations relative to safety, health, economy, and substitute materials. Disagreements over materials cannot be reconciled between Business Administrator and the requisitioner will be forwarded to the Superintendent of Schools for decision.

Requests for rush orders and emergency orders should be held to a minimum due to the lack of time for negotiating with the vendors. All such orders must go through the business administrator where special consideration will be given.
REQUISITIONS/PURCHASE ORDERS AND CONTRACTS

1. The Superintendent of Schools shall annually designate those authorized to issue requisitions and purchase orders. Each requisitioner shall be responsible for limiting requisitions to the amounts appropriated.

2. The Business Administrator shall prepare purchasing schedules consistent with the users’ needs and the efficient functioning of the business office.

3. Purchase orders shall include the following essentials:
   a. A specification of the item which adequately describes to the supplier the characteristics and quality standards.
   b. A firm, quoted, net delivered price, whenever possible, and the prices shown both per unit and as extended.
   c. Clear delivery instructions which include place and time.
   d. Signature of purchasing agent.
   e. Budget account code number.

4. Purchase orders shall be press-numbered (imprinted) and prepared in sets of four copies—copy 1 to vendor; copy 2 to be filed numerically by purchase order number; copy 3 to the accounting office for encumbrance, and later filed alphabetically by vendor; and copy to requisitioner and to be returned after certification as to receipt in proper quantity and satisfactory condition. Copy 4 is to be ultimately filed with the claim form by claim number.

5. A verbal order, subject to subsequent confirmation by a written purchase order, may be issued only in cases where a bona fide emergency situation exists. Whenever possible, a purchase order number should be given to the supplier, and a confirming requisition shall be issued immediately thereafter. This shall be marked “Confirmation”, including the purchase order number if one was given.

6. Only forms provided by the school district business office shall be used for requisitioning or purchase orders.

7. Standard supply lists of commonly used items shall be jointly developed for all categories or groups of supplies by the purchasing agent and the appropriate requisitioners. These standard lists shall be used as a basis for requisitioning.

8. Items not specifically included on standard supply lists shall be requisitioned on a regular requisition form.

9. Requisitions shall be prepared in duplicate, the carbon copy to be retained by the requisitioner. They shall be numbered in sequence, as issued by the requisitioner.

10. A requisition to be considered appropriate for processing shall (a) be issued by and bear the signature of the authorized requisitioner; (b) contain adequate information; (c) be verified for adequacy of budgetary appropriation, and (d) have the approval of the superintendent.

11. All approved requisitions shall be submitted to the business office.

12. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition; the number of the requisition shall be recorded on the purchase order.

13. After processing, the original copy of the requisition shall be filed in the business office in numerical sequence by source of requisition.