PURCHASING PROCEDURES

The purchasing, receiving, storing and distribution of necessary supplies, equipment, and services for use in the educational program and for the various auxiliary services represent a significant expenditure in the school budget. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity to the right place at the right time and at the right price.

A function of the Business Administrator is to serve the educational program by providing the necessary supplies, equipment, and services. The school board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

Specific Considerations

1. The business administrator is to serve as purchasing agent and shall be responsible for developing and administering the purchasing program of the school district.

2. Wherever possible competitive bids or quotations shall be solicited in connection with all purchasing. Contracts shall be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions as set by the school board.

3. The Superintendent of Schools or a designee is authorized to issue purchase orders without prior approval by the board where formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations.

4. All contracts which require public advertising and competitive bidding shall be awarded by resolution of the board. Recommendations for the award of all such contracts shall be submitted to the board by the Superintendent of Schools.

5. Residence or place of business of local bidders may be a consideration only in cases where identical bids have been submitted.

6. Items commonly used in the various schools shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

7. Petty cash funds shall be established annually for each school building and for the central administrative office. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment.

8. The purchasing procedures employed shall comply with all applicable laws and regulations of the State Department of Education.

9. Opportunity shall be provided to all responsible suppliers to do business with the district. A potential list of bidders shall be established and maintained by the business office. Such bidders list shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request.

10. No board member, officer, or employee of this school district or their families shall be interested financially in any contract entered into by the board. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons, from any supplier of materials or services to the district.