

**PURCHASING**

The purchasing, receiving, storing and distribution of necessary supplies, equipment and services for use in the educational program for various auxiliary services represents a significant expenditure in the school budget. These items must be procured efficiently and economically.

The following considerations constitute the policy of the Board:

1. The superintendent or his designee shall serve as purchasing agent to provide the necessary materials, equipment, and services for the instructional program and maintenance operations.
2. It is the policy of the Board to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.
3. Comparative bids or quotations shall be solicited in connection with purchasing whenever possible. Contracts shall be awarded to the lowest responsible bidder complying with specifications and other stipulated bidding conditions.
4. The purchasing agent is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations. Also, for non-emergency any purchases over \$5000 would require prior Board approval.
5. Every purchase of furniture, equipment or supplies, except books, the cost of which is estimated to be in excess of seventy-five hundred (\$7500) dollars, shall be on a competitive basis. A minimum of three quotations shall become a documented part of the purchasing process for such purchases.
6. When it is anticipated that a purchase shall exceed twenty-thousand (\$20,000) dollars, the formal bid process shall be used as required by statute.
7. All contracts that require public advertising and competitive bidding shall be awarded by the formal action of the Board.
8. Purchases shall be made through available state contracts whenever such purchases are in the best interests of the school district.
9. Items commonly used in the various activities in the district shall be standardized whenever consistent with educational goals and in the interest of efficiently and economy.

10. A statement of 'general conditions' as approved by the Board shall be included with all specifications submitted to suppliers for their bids. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment and supplies.
11. Opportunity shall be provided to all responsible suppliers to do business with the district. To this end the purchasing agent shall develop and maintain list of potential bidders for the various types of materials, equipment, and supplies. Such bidder lists 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.
12. No Board member, officer, or employee of the school district or their families shall be interested financially in any contract entered into by the Board, except as permitted by law, and then with full prior disclosure to the Board.

Adopted: June 11, 2002