

Purchasing

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.

The function of the Business Office is to serve the educational program by providing the necessary supplies, equipment, and services. The Board of Education declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of services, equipment, and supplies is centralized in the department which functions under the supervision of a person designated by the Board and through whose office all purchasing transactions are conducted.

Specific considerations

1. The Business Manager is appointed by the Board to serve as purchasing agent. He or she shall be responsible for developing and administering the purchasing program of the School District.
2. Competitive 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 with other stipulated bidding conditions.
3. Residence or place of business of local bidders may be a consideration only in cases where identical bids have been submitted.
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.
5. School principals are authorized by the Board to enter into agreements involving up to \$2,500 in Trust and Agency funds for items regarding student activities, i.e., photography, yearbooks, assemblies, etc. Agreements for more than \$2,500 will require prior School Board approval.
6. All contracts which require public advertising and competitive bidding shall be awarded by authorization of the Board. Recommendation for the award of all such contracts shall be submitted to the Board by the Superintendent.
7. Items commonly used in the various schools or units thereof shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

8. The purchasing procedures employed shall comply with all applicable laws and regulations of the State and Department of Education.
9. Opportunity shall be provided to all responsible suppliers to do business with the District. To this end the Business Manager shall develop and maintain lists of potential bidders for the various types of materials, equipment, and supplies. Such bidders 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.
10. No Board members, officer, or employee of this School District or their families shall be interested financially in any contract entered into by the Board, except employment contracts. 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.
11. Any purchase of services or products relating to the alteration of school sites or facilities requires specification approval by the Board of Education prior to bid.