

PURCHASING PROCEDURES

For all purchases of \$25,000 or above

1. Only the person designated by the Board as Purchasing Agent or his/her designee may commit the system for a purchase.
2. The materials, equipment, supplies and/or services to be purchased will be of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Business Director.
3. It is the responsibility of the requisitioner to provide an adequate description as required by the Business Director, so that the latter may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
4. It is the responsibility of the Business Director to make alternate suggestions to the requisitioner if, in the judgment of the Business Director, the specification would restrict competition or otherwise preclude the most economical purchase of the required items. In the case of disagreement, either party may refer the matter in accordance with established procedure.
5. When a low bidder proposed an alternate as equal to that specified, it is the responsibility of the Business Director to determine whether the proposed substitution is, in fact, an equal. Such decision will be based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Business Director, either party may refer the matter in accordance with established procedure.

For non-emergency purchases of less than \$25,000 – paid from the general fund, permanent improvement fund or athletic fund

1. For purchases between \$2,500 and under \$10,000, at least two (2) quotes will be required. These quotes will be attached to the requisition that is sent directly to the Treasurer's Office for processing (see attached form).
2. For purchases between \$10,000 and under \$25,000, at least three (3) quotes will be required. If three (3) quotes cannot be obtained, this should be noted on the requisition. These quotes will be attached to the requisition that is sent directly to the Treasurer's Office for processing (see attached form).

It will be the responsibility of the Treasurer to monitor this quotation process.

Purchases that are a single source item or of an emergency/expedited nature (must have delivery within 10 school days) would be exempt from the above procedure. Emergency or single source item purchases should be so noted on the price quote form.

Purchase Orders

1. Purchase orders will include the following essentials:
 - A. a specification which adequately describes to the supplier the characteristics and the quality standards of the item required;
 - B. a firm, quoted, price; unit prices will be shown;
 - C. clear delivery instructions, including place;
 - D. signature of purchasing agent;
 - E. appropriate account code number and
 - F. Treasurer's certificate of available revenue and appropriation.

2. Purchase orders will be numbered and prepared in sets of five copies each to be used as follows:
 - A. original to vendor;
 - B. copy 2 – filed with voucher by voucher number;
 - C. copy 3 – sent to the accounting office for encumbrance and later filed alphabetically by vendor;
 - D. copy 4 – returned to requisitioner, to be returned after certification as to receipt in proper quantity and satisfactory condition; (This copy is filed with the claim form by claim number.)
 - E. copy 5 – returned to issuer for their file and

3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists which can be handled only by this procedure:
 - A. whenever possible, a purchase order number should be given to the supplier and
 - B. a confirming requisition will be issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

[Adoption date: February 20, 2003; Revised and Issued December 21, 2006; October 16, 2008]