



POLICY 605 -- GENERAL PURCHASING

GENERAL POLICY

The School Board recognizes that the prudent expenditures of public funds for services, supplies, and equipment is one of its major business responsibilities and retains the sole authority and responsibility for all purchase contracts of the District. To achieve the objective of securing those items deemed essential to the operation and maintenance of the school program as wisely, inexpensively, and expeditiously as possible, the purchasing function has been delegated to the Administration within the framework of the following basic policies.

1. All purchasing shall be done in compliance with regulations as established in the School Code.
2. The Business Manager, under the general supervision of the Superintendent, shall function as the Purchasing Agent of the School District. All purchase order requests must be referred to the Business Manager, and all purchasing transactions (with limited exception) shall be officially authorized by a written purchase order. In the case of purchase orders for instructional supplies, textbooks, instructional equipment, and all other items related to the instructional programs of the District, purchase orders must first be authorized by the Assistant Superintendent.
3. All purchases that are within budgetary limits and that were originally contemplated within the Budget may be made upon authorization of the appropriate district personnel. No expenditure of school funds shall be made without the prior approval of the Purchasing Agent.
4. Coordination and cooperation between the Business Manager, administrative staff, and faculty shall be maintained so as to achieve efficiency in purchasing without detriment to the educational program. In cases of emergency, administrative staff may request a purchase order number from the Business Manager.
5. In general, purchasing shall follow the basic principle of securing the best quality merchandise at the lowest possible price. The Board recognizes its position as a major purchaser in the local business community, but it is also mindful of the obligation to all the taxpayers of the District. Therefore, local merchants will be favored when prices and quality are equal to or better than from other sources.

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6. Purchasing and accounting functions should be coordinated so budgetary controls are maintained and payments are made only after satisfactory goods and services are received. Receiving reports or packing slips shall be properly signed and approved for payment by the person receiving the materials, preferably the person(s) initiating the purchase order.
7. No purchase shall be made under the assumption that the School District will pay the invoice. No employee of the School District, except those authorized, shall have authority to contract any bill for, or in the name of, the District.
8. When funds are not available for a proposed expenditure, a legal transfer from one class of expenditure to another may be made in the last nine (9) months of the fiscal year by the Board. It must be apparent that the necessary surplus funds do exist in another appropriation, and it must be demonstrated that the proposed expenditure would be warranted in the current fiscal year. Budgetary transfers must be authorized by the Superintendent and Business Manager, and approval of the Board is required.
9. The only exceptions to this policy will be:

Home Economics classes where the Home Economics teacher is authorized to purchase food supplies, using quality and price as criteria to determine the vendor within the limits of the approved Budget.

The Lead Maintenance/Supervisor may purchase supplies costing no more than \$100 by signing the invoice at the place of purchase.