

6740  
 Required  
 Local  
 Notice

## PURCHASING PROCEDURES

Only through the use of efficient purchasing procedures can the school district ensure that needed goods and services are acquired in the most economical manner. The Board of Education directs the Superintendent of Schools and the Purchasing Agent to develop administrative regulations on how purchasing is to be done in the district.

All purchasing is to be done by the Purchasing Agent on an official pre-pressed, pre-numbered purchase order. Checks are always to be voided manually and retained for audit.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

Cross-ref: 6700, Purchasing

Ref: Office of the State Comptroller-Financial Management Guide

Adoption Date: October 18, 2011

## PURCHASING PROCEDURES REGULATION

All purchases must contain a pre-approved purchase order. Purchase orders shall not be dated subsequent to the underlying purchase. Certain instances, however, exist where a confirming Purchase Order (dated after the date of the invoice) would be appropriate with subsequent approval:

- a) Emergencies or health and safety issues where time is a crucial factor; Requires approval of the Director of Finance & Operations;
- b) Purchases under \$1,000 whereby the requisitioner obtained pre-approval from the Purchasing Agent for a particular purchase where the exact vendor name (i.e. Evaluation Services – PPS) or exact invoice amount (i.e. building and Grounds) is not available at time of purchase. Requires approval of Purchasing Agent;
- c) Arbitrator, Hearing Officer and Settlement cases. Requires approval of the Superintendent or designee.

In addition, Medicare payments to retired employees over age 65 do not require standard Purchase Orders.

At times, it may be appropriate for the Purchasing Agent to develop an open or master purchase order. Open purchase orders are subject to the bid and quote requirements and thresholds for individual purchases.

Open Purchase orders can be used for:

- a) Monthly repetitive expenditures such as utilities bills, equipment or property rentals, workers compensation pay-outs, etc.;
- b) Small or incidental purchase from local vendors (i.e. open accounts – buildings and ground purchase, gasoline, etc.);
- c) Professional fees for which appropriate RFP's have been obtained (i.e. internal claims audit services which are payable based upon pre-approved hourly rates); and
- d) Payments pursuant to firm contracts established by the District.

Once an open purchase order is established, the open Purchase Order can only be increased with proper authorization by the Purchasing Agent after verifying that sufficient funds exist within the applicable appropriations budget code.

The purchasing of material, equipment, or supplies shall be governed by the following list of functions.

	<u>Function</u>	<u>Performed by</u>
A.	Requisition	Initiated by user

Sent to proper official for approval  
Copy retained by school

- B. Specifications Prepared in detail by Purchasing Department (Purchasing Agent and Accounts Payable Clerk) after consultation with requisitioner and made available to prospective contractors or vendors.
- C. Bids or Quotations Checked and tabulated by Purchasing Department and after review with the requisitioner recommendations made to Board of Education on formal bids.
- D. Contract or Purchase Contracts signed by designated board officials; orders signed by Purchasing Agent Order.
- E. Follow-Up By Purchasing Department
- F. Receipt of Goods Person other than requisitioner signs receiving copy of Purchase Order or packing slip and forwards same to Purchasing Department indicating the quantity and quality of materials or services which have been received and are satisfactory.
- G. Invoice Checked for price and quantity by Purchasing Department.
- H. Invoice Approved By officer giving rise to the claim and auditor after receipt of goods is acknowledged by requisitioner

Adoption Date: October 18, 2011