

Purchases Subject to Bid

It is the policy of the Board of Education that the Superintendent obtain at least three (3) price quotations on purchases of more than \$2,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District. When the purchase of and contract for single items of supplies, materials, or equipment amounts to \$10,000 or more (\$10,000 or more is required), the Superintendent shall obtain competitive bids.

Bids shall be sealed and shall be opened by the Superintendent or designee in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest qualified bidder, however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the District;
- D. delivery terms;
- E. past performance of the supplier.

All contracts costing \$2,000 or more require Board approval prior to awarding a contract to a bidder.

Quantity Purchasing

In order to promote efficiency and economy in the operation of the District, the Board of Education requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Purchases Budgeted

It is the policy of the Board of Education that when funds are available, all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures maximum value for the District.

All purchases that are within line item may be made upon authorization of the Superintendent.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase and the amount exceed the line item.

Before the Superintendent places a purchase order, s/he shall check as to whether the proposed is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interest of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- D. no purchase of supplies shall be allowed without a properly signed purchase order; employees may be held personally responsible for anything purchased without a properly signed purchase order.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract setting forth the terms of such a purchase shall not extend for a period of more than five (5) years.

Purchases Not Budgeted

In order to maintain fiscal responsibilities, the Board of Education hereby adopts additional fiscal controls to ensure that public monies are not disbursed in amounts in excess of appropriations provided this District or for purposes for which the Board is not familiar.

To this end, the Board shall approve, prior to purchase, all non-budgeted expenditures within a line item exceeding \$500.

The Superintendent is authorized to make emergency purchases, with prior approval from the Board President, of those goods and/or services needed to keep the schools in operation. The Superintendent shall bring such purchases to the full Board's attention at the next regular meeting.

This Policy applies to purchases provided for from all fund balances, including but not limited to, the General Fund, Title Funds, Grants.