

Alpena-Montmorency-Alcona Educational Service District

Bylaws & Policies

6320 - PURCHASING

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy [1130](#), Policy 3110, and Policy [4110](#) – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

When the purchase of, and contract for, single items of supplies, materials, or equipment exceeds the amount designated by statute the Superintendent shall obtain competitive bids.

Competitive Bids

Bids shall be sealed and shall be opened by the Superintendent in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible 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 vendor.

The Board reserves the right to reject any and all bids.

Bid Protest

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications package, for resolution. Bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

Revised 2/17/05
Revised 12/13/12
Revised 11/18/15

6320A - PURCHASING

Purchasing - General Provisions

- A. All purchases of supplies, materials, and equipment from vendors must have prior approval and shall be made by purchase order or purchase card and processed through the business office.
- B. All local purchases must have prior approval by the supervisor.
- C. The Superintendent shall be the contracting agent for all financial obligations over \$1000. Department supervisors may obligate funds for all routine expenditures (utilities, payroll liabilities, insurances, breakfast/lunch purchases, etc.) and for obligations of \$1000 and under.
- D. The business office shall be responsible for encumbering the funds as soon as the purchase order has been issued.
- E. A verbal financial commitment may be made only for emergencies or when it is impossible or impractical to precede the purchase with a purchase order. Before such a commitment is made, the Superintendent or Department Supervisors shall be contacted for prior approval and for a purchase order number. In all such cases, a purchase order shall be issued as soon as possible after the commitment is made.
- F. Purchases of contracted services shall be negotiated either verbally, by a Request for Proposal, or through the bid process, as determined by the Superintendent. All contracted service providers shall complete a form W-9 (Request for Taxpayer Identification Number).
- G. The business office may determine the most appropriate method of obtaining prices for items or groups of items which are not subject to formal bidding procedures.
- H. Once requisition form is signed by the proper administrator, a purchase order or purchase card is automatically authorized to be signed by the processing clerk or Business Office.
- I. Purchases of supplies, materials, and equipment items costing more than the amount stipulated in Board policy must be obtained through competitive, sealed bids and be approved by the Board.
- J. Capital-outlay purchases must have prior approval of the Superintendent.
- K. Process purchase orders as follows:
 - 1. The requestor completes the requisition-purchase order in accordance with AG 6320 B1 and submits it to the supervisor for review and approval.
 - 2. If approved, the department/area secretary retains the blue copy and sends the pink copy to the business office.
 - 3. The original copy of the requisition-purchase order is sent to the vendor unless there are specific instructions to the contrary.
 - 4. The pink copy is filed with Accounts Payable Clerk.
- L. Process Purchase Card Transactions as follows:
 - 1. The requestor completes the requisition and submits to the supervisor for review and approval.
 - 2. If approved, requestor presents requisition to Business Office or principal to obtain purchase card.
 - 3. Requestor makes purchase and returns card to Business Office or principal.
 - 4. Requestor attaches receipt to requisition and submits to supervisor.

Payment of Claims Procedure

For Purchase Order

- A. When complete delivery is made, the department staff checks the blue copy of the requisition-purchase order to ensure the order has been received correctly and in proper condition.
- B. If so, the packing or delivery slip is initialed, attached to the blue copy of the requisition-purchase order, and is sent to the Accounts Payable Clerk for payment.
- C. The Accounts Payable Clerk checks the pink copy against the invoice, and if everything is in order, a warrant is drawn.
- D. If the Accounts Payable Clerk finds discrepancies or has questions, s/he shall contact the supervisor.
- E. Upon final payment, the blue copy of the requisition-purchase order is matched with the pink copy and retained by the business office in the closed purchase order file.

For Purchase Card

- A. After a purchase has been made, supervisor will access Smart Data Online (reference AMA ESD Purchase Card User Manual), and assign account codes to all transactions by referencing requisitions and receipts.
- B. At the end of billing cycle, supervisor shall print an expense report and sign verifying all purchases made. The report with receipts attached shall be submitted to the Business Office.
- C. Upon receipt of monthly expense reports and documentation from all supervisors, purchase card expenditures will be paid through the Business Office.

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