

# policy

**BOARD OF EDUCATION  
TECUMSEH PUBLIC SCHOOLS**

FINANCES  
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## PURCHASING

The Superintendent or his/her designee shall not allow procurement of supplies, materials, equipment or capital projects unless the following guidelines are met:

- A. Vendor competition shall be practiced without prejudice, and in accordance with Section 380.1267 and 380.1274 of the Michigan Compiled Laws. Quotations may be obtained for supplies, materials, equipment and capital projects costing between \$2,500 and \$10,000 in a single transaction.
- B. Supplies, materials, equipment, remodeling projects and services costing above \$10,000 may be competitively bid and then approved by the Board of Education.
- C. Regulations as identified by the Administrative Regulations contained in the Tecumseh Public Schools policy manual including requisition and approval procedures, verification of purchases, and verification that goods have been received in an acceptable condition and services performed in an acceptable manner shall be followed.

In the case of an emergency, purchases may be made without using the quotation or bidding process, provided such actions are not in violation of applicable laws.

In the event of an emergency such as a power failure, severe cold weather or other such natural disasters, the Superintendent shall have the authority to purchase capital equipment needed to keep the schools of the District open or to reopen the schools. The Board, at a special or regular meeting as soon as possible after the purchase is made, shall approve any such purchases.

Such purchases shall not be made to circumvent the purposes of the competitive bid law.

The Superintendent is authorized to consider membership in cooperative purchasing organizations that would be of benefit to the District.

Cooperative purchasing also pertains to what is commonly referred to as "third party bids." Third party bidding shall constitute a competitive bid for purposes of the Competitive Bids Policy of the District.