

## Bronson Community School District Administrative Guidelines

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### 6320A - PURCHASING

#### *Purchasing - General Provisions*

- A. All purchases shall be by purchase order processed through the Business Office.
- B. The Business Manager shall be the contracting agent for all financial obligations.
- C. The Business Manager shall be responsible for encumbering the funds as soon as the purchase order has been issued.
- D. 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 Business Manager 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.
- E. Employees are forbidden to use the name of the District, any discounts provided the District, or any other means for associating a personal purchase with the District. They are to make clear to any District supplier from whom they are purchasing an item that it is a personal purchase by the employee and is not associated with the District. Failure to abide by this provision could lead to disciplinary action.
- F. Confirming purchase orders will be honored only in cases cited in the above paragraph.
- G. Ongoing commitments such as service contracts and leases should be renewed annually, in writing, at the renewal date.
- H. Blanket purchase orders for goods or services are valid only for the time period and amount indicated on the purchase order. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket purchase orders must be approved by the Business Manager before they are issued.
- I. Purchases of contracted services shall be negotiated either verbally, by a Request for Proposal, or through the bid process, as determined by the Superintendent. Such services that cost more than the statutory limit require the approval of the Board.
- J. The Business Manager will determine the most appropriate method of obtaining prices for items or groups of items which are not subject to formal bidding procedures.
- K. Quotes will be requested for any item or group of items in a single transaction costing between \$1,000.00 and the statutory limit.
- L. 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.
- M. Annual purchase order cut-off dates shall be as follows:
  - 1. Purchase orders must be received in the Business Office on or before the 60th day prior to the close

of the fiscal or project year, unless the services or supplies are essential to continue the daily operation of the department or building for the remainder of the current year, or unless an emergency exists.

2. Requests for purchases of equipment, materials, improvements, or remodeling that will be subject to a bidding procedure must be sent to the Business Office on or before the 90th day prior to the end of the fiscal or project year.

### ***Purchase Order Procedure***

- A. The requestor completes the requisition-purchase order in accordance with AG 6320B1 and submits it to the principal/supervisor for review and approval.
- B. If approved, the principal/supervisor retains a copy and sends the original to the Business Manager for verification and dating.
- C. The requisition-purchase order is entered into the computer for verification, and if verified, the Business Manager affixes a date and assigns a number.
- D. The Business Manager then sends the requisition-purchase order to the Superintendent for approval and dating.
- E. After approval, the Superintendent sends the requisition-purchase order back to the Business Manager for final signature.
- F. The original copy of the requisition-purchase order is sent to the vendor unless there are specific instructions to the contrary.
- G. A copy is filed by the Accounts Payable Clerk and copies are sent to the principal/supervisor.

### ***Payment of Claims Procedure***

- A. When delivery is made, the principal/supervisor checks a 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 a copy of the requisition-purchase order, and the copy is sent, within five (5) working days, to the Accounts Payable Clerk for payment.
- C. The Accounts Payable Clerk checks the 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 principal/supervisor.
- E. The vendor's invoice is filed with a copy of the requisition-purchase order and a copy of the warrant.