

Mid-Peninsula Schools Bylaws & Policies

6320 - PURCHASING

It is the policy of the Board of Education that the Superintendent seek at least two (2) price quotations on purchases of more than \$5,000 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 exceeds the amount designated by statute, the Superintendent shall obtain 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.

Contracts can be awarded by the Superintendent without Board approval for any single item or group of identical items costing less than \$5,000. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

The Superintendent is authorized to purchase all items within budget allocations.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the District, the Board 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.

Before the Superintendent places a purchase order, s/he shall check as to whether the proposed purchase 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 interests 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. upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

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 sets forth the terms of such a purchase.

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).

M.C.L.A. 380.1267, 380.1274 et seq.

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Mid-Peninsula Schools Administrative Guidelines

6320A - PURCHASING

Purchasing - General Provisions

- A. All purchases shall be by purchase order processed through the Central Office.
- B. The Superintendent shall be the contracting agent for all financial obligations.
- C. The Central Office shall be responsible for encumbering the funds as soon as the purchase order has been issued.
- D. Ongoing commitments such as service contracts and leases should be renewed annually, in writing, at the renewal date.
- E. 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 Superintendent before they are issued.
- 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. Such services that cost more than \$5,000 require the approval of the Board.
- G. The Central Office will determine the most appropriate method of obtaining prices for items or groups of items which are not subject to formal bidding procedures.
- H. 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.

Purchase Order Procedure

- A. The requestor completes the requisition 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 Central Office.
- C. The requisition is entered into a file for verification.
- D. The Central Office then sends the purchase order to the Superintendent for approval and dating.
- E. The original copy of the purchase order is sent to the vendor unless there are specific instructions to the contrary.
- F. A copy is filed by the Accounts Payable Clerk.

Payment of Claims Procedure

- A. When delivery is made, the principal/supervisor checks the pink 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 pink copy of the requisition-purchase order, and both the pink and blue copies are 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 Superintendent.
- E. The vendor's invoice is filed with the pink copy of the requisition-purchase order and a copy of the warrant.