

**PURCHASING**

**POLICY**

The authority for issuing purchase orders is delegated to the Procurement Manager by the Board of Education, and the Procurement Manager will obtain supplies, equipment and services in accordance with State law, this policy and sound purchasing procedures.

No expenditure involving an amount greater than five hundred dollars (\$500.00) shall be made except in accordance with the provisions of a written contract, or purchase order, and no contract involving an expenditure of more than twenty-five thousand dollars (\$25,000.00) for the purpose of erecting any public building or making any public improvements shall be made except upon sealed proposals and to the lowest responsible bidder. Any expenditure made under the Competitive Bidding Act shall be subject to the procedures as provided therein.

Any employee making an unauthorized purchase will be held responsible for paying the bill for those goods and services.

**PURCHASING**

**PROCEDURES**

**Section 1.0      Designation of Procurement Manager**

The Procurement Manager has sole authority for issuing purchase orders. In his/her absence, the authority for issuing purchase orders will be assumed by the Chief Financial Officer.

**Section 2.0      Purchasing Process**

Routine requests for materials/supplies will be prepared using the order request/requisition process and forwarded to Purchasing via the normal approval chain. No purchase order will be issued until a properly authorized requisition is delivered to the Procurement Manager.

**2.1 Initiating the Request**

- 2.1.1. When the need for an item arises, the initial request is placed on an Order Request (OR) form or otherwise communicated to the appropriate Campus and/or Department Requisition Clerk for entering a requisition (R.Q.) into the computer records which is then forwarded to the respective Director for approval.
- 2.1.2. The Requisition Form (RQ) is then sent to the Encumbrance Clerk. The Encumbrance Clerk will determine whether there are funds available in the appropriation cited on the RQ. If so, the Encumbrance Clerk will forward the RQ to the Chief Financial Officer for his/her approval. If funds are not available, the Encumbrance Clerk will return the RQ to the Director who submitted it. The Director then has the option of canceling the RQ or processing a Budget Transfer to add funds to the deficient account. After the Budget Transfer is made, the Director should resubmit the RQ to the Encumbrance Clerk who will verify funds are available in the appropriation cited on the RQ and send the RQ to the Chief Financial Officer for his/her approval.
- 2.1.3. The Chief Financial Officer will review the RQ to ensure the product and/or services being requested represent legal, consistent and appropriate use of taxpayer funds. Upon approval, the Chief Financial Officer will forward the RQ to the Procurement Manager.

2.1.4. The Procurement Manager will review each Requisition and has the authority to add, change or modify to ensure that specifications, vendor and pricing are compatible.

2.1.5. The Procurement Manager issues a Purchase Order. Distribution of the Purchase Order (P. O.) is as follows:

- (Original-White) copy is placed on file in Business Office;
- (Gold) copy goes to the Warehouse Supervisor (to hold until the order is received);
- (2<sup>nd</sup> White) copy goes to the vendor to initiate the order;

NOTE: Each Campus and/or Department Requisition Clerk has the ability to verify on the computer system when the RQ has been converted to a P.O. and can release the P.O. Number to the person ordering the material and/or service immediately if the amount of the P.O. is less than \$10,000. If the P.O. is greater than \$10,000 the P.O. Number cannot be released until the P.O. is approved by the Board of Education.

## **2.2 Deliveries**

In most cases, all materials will be delivered by vendors to the Warehouse Distribution Center. The items will be checked in there and later delivered to the campus/department which ordered them. (The exceptions would be such things as lumber, steel, heavy equipment, weld gas cylinders, oil drums, sod, live plants, mulch, etc. Special arrangements will be made between the vendor, campus and warehouse for delivery of these items).

## **2.3 Distribution of the Purchase Order and Processing for Payment**

The Gold copy is held by the Warehouse Supervisor. When all items on the P. O. are received, the Gold copy is signed, dated, and returned to the Business Office to be processed for payment. All discrepancies and follow-ups will be the responsibility of the Warehouse Supervisor. In no case will any campus/department follow-up directly with the vendors.

**2.4 Exceptions to the Above Procedure:**

**2.4.1. Emergency Purchase Orders/Direct (Drop) Shipments**

When emergency procurement is necessary, or lumber, steel, heavy equipment, weld gas cylinders, oil drums, sod, live plants, mulch, etc. is delivered direct to a campus, the Gold copy will still go to the Warehouse Distribution Center. The Requestor will then sign off on the packing slip/invoice received with the material and send it to the Warehouse Supervisor, who will then forward the Gold copy to the Business Office for payment.

**2.4.2. District Facilities Purchase Orders**

The Gold copy will go to District Facilities. The Gold copy will then go to the Business Office (when the order is complete) for payment processing.

**2.4.3. Purchase Orders for "Service" (No Goods/Materials)**

The Gold copy will go to the person placing the order. When the order is complete, the Gold copy will go to the Business Office for payment processing.

**Section 3.0      Emergency Orders**

In cases of emergency, a completed requisition (approved by the appropriate Director) will be transmitted to the Encumbrance Clerk who will determine that funds are available. If funds are available, the Procurement Manager will assign a P. O. number to the RQ, notify the requestor of the assigned P. O. number and generate the confirming Purchase Order (P. O.).

**Section 4.0      Price Comparisons**

Where appropriate, the Procurement Manager will utilize a competitive purchasing process. Preference will be given to local suppliers of goods and services when equal quality, competitive prices, and responsive delivery schedules exist.

**Section 5.0      Liability for Unauthorized Purchases**

No material or services will be procured without first obtaining a purchase order. Any employee who violates this procedure will be expected to personally pay for the items, without reimbursement from the district.