

The District authority for the purchase of materials, equipment, supplies and services is extended to the administration through the detailed listing of such items compiled as part of the annual budget adopted by the Board.

The purchase of goods or services specifically identified in the approved annual budget shall not require further Board approval if the purchase is for utilities or regular ongoing business operational expenses of the District. The purchase of all other goods and services shall require prior Board approval. All contracts for the purchase of goods or services shall be signed by the Superintendent and the Board President, and shall be reviewed and approved by the Board's legal counsel prior to submission to the Board for approval.

The District endorses the concept of centralized purchasing and authorizes the purchasing department to purchase or supervise the purchasing of all supplies, equipment and materials for the school system in accordance with applicable law and good purchasing practices. Employees who purchase goods or sign contracts without the appropriate authorization may be subject to disciplinary action.

Special arrangements may be made for ordering perishable and emergency supplies, but all purchasing transactions will be authorized on properly signed purchase orders administered through the business office.

Purchasing From District Employees

The District shall not purchase equipment or supplies from an employee of the District, nor from a member of a household of an employee, nor from any firm in which an employee or member of his/her household holds a 10 percent or greater financial interest.

Purchases Through the District

Board members and employees shall not make any purchase through the District for personal use. The name of the District or school, or an employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Only when such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the District's students or employees.

Approved: July 11, 2001
Revised: August 2, 2006
Revised: May 17, 2017
Revised: January 24, 2018