

Policy for Procurement of Supplies, Materials and Equipment

2521A - SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

In accordance with the policies of the Board of Education for selection of resource materials, the following guidelines should be followed:

A. Criteria for Selection of Instructional Materials

1. technical quality of the publication/production
2. readability and appeal to students
3. authoritativeness
4. completeness, accuracy, clarity
5. absence of gender stereotyping and racial or ethnic bias
6. reputation and significance of the author, artist, composer, and/or producer
7. format and price
8. relationship to a course of study
9. extent to which the scope/content of the material makes it possible for students to accomplish the objectives and goals of the program
10. appropriateness of the content and/or presentation relative to the maturity and/or comprehension level of the students
11. needs of an individual school program based on requests from administrators and teachers
12. needs of individual students based on requests by teachers, parents, or students

B. Criteria for Selection of Equipment

The evaluation and selection criteria for instructional equipment should include:

1. relevance to the school curriculum;
2. needs of staff and/or students;
3. technical quality;
4. cost;
5. reliability;
6. ease of repair and maintenance;
7. compatibility with existing District equipment, when applicable.

C. Procedure for Selection of Library or Media Center Materials

1. The principal, in cooperation with the library personnel, shall be responsible for the selection of all materials housed in a library or media center. Upon notification of the availability of funds for the purchase of such resource materials, the librarian/aide will prepare a request form which includes the amount of money available to a grade level or subject area for new or additional materials. Instructional staff are to submit a prioritized request list of the materials they would find most useful.

2. The librarian/aide shall then determine which of the requests can be accommodated and proceed to review the selections prior to purchase. The selection criteria are the same as those used for the selection of basic text materials. (see AG [2510](#))
3. Any material that contains content or a manner of presentation that could be controversial, as defined in Policy [2240](#) and criterion #4 in [Form 2521 F1](#), should be approved by the principal prior to purchase.

D. Procedure for Use of Nondistrict Materials

1. No print, audio, video, or graphic materials which are not part of the District's basic or supplementary materials are to be used with students without prior review and approval. Such review should be done, using [Form 2521 F1](#), first by the teacher(s) or counselor(s) who wish to use the material.
2. The critical criteria by which such materials are to be reviewed are:
 - a. relationship to the course of study;
 - b. the uniqueness of the content and/or presentation that is not adequately provided in District materials;
 - c. the appropriateness of the content and/or presentation for the maturity and comprehension levels of the students;
 - d. the extent to which the content or presentation could create controversy among students, parents, and community groups.
3. Each of the four criteria are to be rated according to the rating scale on [Form 2521 F1](#). In any situation in which the teacher has rated any of the four criteria 3 or 4, the use of the material must be approved by the principal. If there is any concern on the part of the principal that the material might be inappropriate, s/he should personally review the materials, and if still uncertain, contact the Assistant Superintendent for Instruction.
4. Any material that contains content or a manner of presentation that could be controversial, as defined in Policy [2240](#) and criterion #4 in [Form 2521 F1](#), should be approved by the principal prior to purchase.

Each member of the faculty is to receive a copy of [Form 2521 F1](#) for use as a reference. The form should be submitted to the principal only at his/her discretion.

6320A - PURCHASING

Purchasing - General Provisions

- A. All purchases shall be by purchase order processed through the Business Office.
- B. The Superintendent and Assistant Superintendents shall be the contracting agent for all financial obligations.
- C. The Bookkeeper 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 Office 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 periodically, 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 Office 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 \$5000 require the approval of the Board.
- J. The Superintendent and Assistant Superintendents will determine the most appropriate method of obtaining prices for items or groups of items which are not subject to formal bidding procedures.
- K. Purchases of supplies, materials, and equipment items costing more than the amount stipulated in Board policy must be obtained through competitive, and/or sealed bids and be approved by the Board.
- L. Annual purchase order cut-off dates shall be as follows:
 - 1. Purchase orders must be received in the Business Office on or before March 31st 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.

Purchase Order Procedure

- A. The requestor completes the requisition-purchase order and submits it to the principal/supervisor for review and approval.
- B. If approved, the principal/supervisor submits the purchase order for approval from Central Office.
- C. The requisition-purchase order is entered into the computer for verification, and if verified, the Bookkeeper affixes a date and assigns a number.
- D. The original copy of the requisition-purchase order is sent to the vendor unless there are specific instructions to the contrary.

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 copy of the requisition-purchase order, and 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 the copy of the requisition-purchase order and a copy of the warrant.