

PURCHASING

The Board is responsible for meeting the purchasing needs of the district. Purchasing services will include personnel and equipment necessary to process promptly all approved requisitions, to deliver goods and services promptly. Purchasing activities will have as their criteria for all items and services:

- best possible quality,
- lowest possible cost meeting the specifications of the user,
- availability when needed,
- least possible expenditure of time for the person requesting, and
- compliance of suppliers and staff with Board policies.

Competition will be the basis for purchasing. Competitive vendors will be granted equal consideration. First consideration will be given to the objectives, policies, and interest of the district.

All requests for bids and quotations will specify that the district reserves the right to accept or reject any or all bids and quotations, to waive any formalities in any and all bids, and make a vendor selection in the best interests of the district.

Purchasing of any normally used supplies and materials, or any furniture and equipment items that are included in (1) any district budget, (2) approved for new buildings, or additions to existing buildings, or (3) any district proposal that has had prior approval of the Board will not require additional approval by that Board.

Purchase Orders

All purchases of goods and services for more than fifty dollars (\$50.00) must be preceded by a properly executed district purchase order or contract, either issued by the SAU Office. In order to avoid committing the district to purchase of items or services that have not been properly authorized, the SAU Office will issue purchase orders only if it has sufficient authority to do so. Such authority is normally a purchase requisition containing a clear description of the materials/service desired approved by the building principal, principal's designee, or other individual designated by the Superintendent, accompanied by documentary materials and an appropriate appropriation or account number.

Before issuance, each purchase order or contract will be checked to ensure that an appropriation has been made which will cover it and has not been exhausted. When issued, the order/contract will be encumbered against the appropriation account.

The Superintendent, the Assistant Superintendent for Special Services, the Assistant Superintendent for Business, and their designees are the only district personnel authorized to give final approval and thus sign purchase orders. The signing of the purchase order will follow the prior approval (in the form of initials on the purchase order or specification forwarded to purchasing) of the staff member responsible for the control of the budgetary account.

Contracts

The Chair of the Board will sign any written contract to which the district may be a party when such contract has been authorized by the Board. Any other contract may be entered into and signed by the Superintendent or designee. Any contract signed by an administrator will not exceed one year.

APPROVED: SAU #70

19 November 2001