

## **PURCHASING**

It shall be the policy of the Moore Norman Tech Center to purchase materials and services of sufficient quality to provide optimal educational opportunities for the students of this district. In providing these services it shall become incumbent to recognize the primary functions to be cost effectiveness, service and control.

1. The board authorizes the superintendent or designated representative to approve expenditures and issue purchase orders within the authorized limits established by this policy.
  - A. The board grants the superintendent the authority to approve expenditures in an amount equal to or less than \$15,000. Such expenditure must be within budgetary allocations and must not exceed the balance of the appropriation to be charged. Purchase orders will not be split or divided to avoid the \$15,000 limit.
  - B. The board authorizes the superintendent to approve expenditures in an amount exceeding \$15,000 under the following circumstances:
    - i. The purchase is for a project that is funded by state or federal funds and state or federal procurement requirements have been satisfied. The purchase will be fully reimbursed to the District.
    - ii. The purchase is for supplies and/or materials that will be resold by the district through the operation of:
      - live project work in an instructional program,
      - the student bookstore, or
    - iii. In the case of an emergency, the superintendent or director of finance may authorize purchases not to exceed \$25,000. Factors for determining an emergency, for purposes of this policy, would include repairs of damage due to weather, fire, or other unforeseen circumstances, situations which affect public safety.
  - C. In each case where an expenditure is approved by the superintendent, or designee, a reasonable effort shall be made and documented to obtain competitive pricing in the market and the purchase requisition shall be signed both by the administrator in charge of the special project and by the superintendent. The purchase order shall be presented as a special item for approval at the next regular or special meeting of the board of education.
2. Purchasing procedures shall adhere to all applicable laws of the State of Oklahoma.

3. Where feasible, consideration will be given to vendors within the district.
4. All purchases from appropriated and cash funds must be made with a purchase order. "Appropriated Funds" includes the General Fund and Building Fund. "Cash Funds" include Activity Funds and Bond Funds. "Sinking Fund" payments for principal and interest do not require a purchase order. Before a purchase of goods or services is completed, a purchase order must be issued. Any employee who acquires goods or services without the approval of the board of education or the issuance of a purchase order may be personally obligated to pay for such goods or services, without reimbursement from the district.
  - A. Coding purchase orders shall be the responsibility of the administrator authorizing the expenditure and shall be verified by the finance office.
  - B. The encumbrance clerk will provide the board with a list of all purchase orders on a monthly basis. Activity Fund and payroll purchase order will not be included on the list.
5. All purchases should reflect an effort to find the lowest possible price taking into account the relative quality of the goods or services being purchased.
  - A. When purchasing goods or services with an anticipated cost of \$5,000 to \$10,000, the purchase requestor must attempt to obtain at least three (3) informal quotes. These quotes may be non-written, but all vendors from whom quotes were requested and all quotes received must be documented and forwarded to the finance office before a purchase order will be approved.
  - B. When purchasing goods or services when the anticipated cost exceeds \$10,000, the purchase requestor must attempt to obtain at least three (3) written quotes. The request for quotes shall include written specifications, a date and time all quotes are due, and must be approved by the superintendent, director of finance, or designee prior to issuing the request. A copy of the request for quotes, the written quotes received, and tabulation sheet listing all vendors from whom quotes were requested, including those who did not submit quotes, must be forwarded to the finance office before a purchase order will be issued.
6. The following types of purchases are excluded from the requirement to solicit competitive quotations or proposals, but are not excluded from receiving approval of the board of education. Unless otherwise stated, the purchase will be listed on the monthly agenda for special approval by the board of education, if the purchase exceeds \$15,000.
  - A. **Governmental Contract Purchases:** Products that are available to the district at prices established for governmental entities through a competitive purchasing process. Examples are items on a GSA or Oklahoma State Contract, University of Oklahoma purchasing contract, etc. The district is not obligated to purchase from such a contract.
  - B. **Sole Source Purchases:** When only one supplier is available within the region for the product which meets the specifications required, that supplier is deemed to be "sole source." The "region" is normally defined as the State of

Oklahoma, unless the manufacturer has identified more restrictive marketing regions. In the event of a sole source purchase, an affidavit from the vendor affirming its sole source status shall be on file prior to the issuance of a purchase order.

- C. Textbook/Publisher Purchases: Purchases from publishers of textbooks or related curriculum products (including video/audio tapes and software.)
  - D. Professional, Technical & Personal Services Contracts: These contracts may include, but are not limited to attorneys, auditors, architects, engineers, etc.
  - E. Blanket Purchase Orders: For administrative expediency, a blanket purchase order may be initiated to cover frequent purchases, which individually would not require competitive quotations. These purchase orders are typically assigned to a department for purchasing over the period of up to a year. These purchase orders are included on the monthly encumbrance list for board of education approval and do not require specific listing on the board agenda. In no case, may a blanket purchase order be used to circumvent established purchasing policies.
  - F. Compatible Product and "Institutional Standard" Purchases: Purchases that require compatibility with existing products or systems in a given application. Institutional standards may apply to items such as personal computers, where it is in the best interest of the district for purposes of maintenance and consistency to identify one manufacturer and/or standard equipment models. This typically justifies declaring a "single product" or "institutional standard," but not necessarily a "sole source."
  - G. Travel Purchase Orders: A purchase order shall be initiated for an employee prior to entering into a travel activity which may financially obligate the district. The purchase order shall be opened for an appropriate nominal amount, typically not to exceed \$1,000. Employee claims for reimbursement from the district shall be initiated by a travel expense reimbursement form FIN-001 with appropriate documentation and approvals. When claims against the purchase order exceed the original encumbrance, the encumbrance clerk is authorized to increase the purchase order to cover additional travel expenses, with approval of the appropriate supervising administrator.
  - H. Other Purchases as the Board Deems Appropriate: Purchases that the board of education determines, due to specific circumstances, are in the best interest of the district not to solicit competitive quotations.
7. The board grants the superintendent the authority to approve payment of an invoice not to exceed \$7,500 for an item(s) purchased from a properly issued purchase order prior to board approval of said purchase order. Payment may only be authorized if the invoice due date is prior to the next regular or special board meeting and the non-payment would result in a service charge or other unfavorable consequence for the district.
8. Encumbrance Change Orders: the board recognizes that there will be times when a purchase that is approved for a certain amount may be billed for a larger amount due to price changes, freight charges, etc. The board authorizes the encumbrance clerk

to increase or decrease an encumbrance amount in cases where, following consultation with the appropriate administrator and director of finance, it is deemed proper to do so. Then encumbrance clerk shall provide the board with a monthly list of change orders that increase encumbrances. Change orders for freight charges, employee travel reimbursement, and student financial aid will not be included. Only change orders that meet the following criteria will be included:

- A. The final total of the encumbrance exceeds \$1,000, AND
  - B. The change order is greater than ten percent (10%) of the original approved amount.
9. E-Rate Procurement Procedures: In selecting service providers for all eligible goods and/or services for which Universal Service Fund (“E-Rate”) support will be requested, the administration shall:
- A. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable federal, state and local procurement policies and procedures included in it documented policies and procedures.
  - B. Wait at least four (4) weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
  - C. Consider all bids submitted and select the most cost-effective service offering with price being the primary factor considered.
  - D. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC 470.

A summary of quotes and/or proposals will be attached to purchase orders.

### Bids

No contract involving an expenditure of more than \$50,000 for the purpose of constructing a building or making any improvements or repairs to school buildings shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. tit. 61, § 101 et seq. (the “Act”). The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term “force account” means the purchase of necessary materials and the use of the district’s regularly employed staff to provide necessary labor. No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of the Act.

New school buses shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. tit. 70, § 9-109.

Reference: OKLA. STAT. tit. 61 § 103  
OKLA. STAT. tit. 70 § 9-109