

Miscellaneous Procurement Standards

Procurement Generally

When making purchases with federal funds, the District will follow its procurement policies and procedures which reflect applicable State and local laws and regulations, provided that the procurement practice also conforms to applicable Federal law and the standards identified in applicable federal regulations.

Authorization and Control

It is the policy of this District to conduct its purchasing program in a manner to ensure optimum use of District funds. The Board reserves the right to determine what is in the best interest of the District.

Micro-Purchase Procedures

Notwithstanding the process for Superintendent-approved purchases outlined in Policy 7405P, when using federal funds the Superintendent may purchase supplies or services using federal Simplified Acquisition Procedures.

Simplified Acquisition Procedures

When procuring goods or services, whether with federal or state funds, the District shall comply with District Policies and applicable Idaho law. The Board may adopt Small Purchase procedures. Absent such Policy, all purchases for amounts less than the Simplified Acquisition Threshold, shall comply with District Policies and applicable Idaho law.

Cooperative Purchasing

The District may cooperatively enter into contracts with one or more districts to purchase materials necessary or desirable for the conduct of the business of the District provided that the purchasing cooperative follows State purchasing and federal procurement requirements.

Personnel Conflicts of Interest

No employee will make any purchase or incur any obligations for or on behalf of the District from any private business, contractor, or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this District has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, the contractor, or the vendor will fully disclose, in writing, the employee's exact relationship to the business, the contractor, or the vendor;
2. The affected business, the contractor, or the vendor may submit a bid in compliance with the specifications outlined by the District;
3. The interested employee will not be involved in any part of the bidding process, including but not limited to, preparing specifications, advertising, analyzing, or accepting bids; and
4. This policy will apply to any organization, fund, agency, or other activity maintained or operated by the District.

No employee will solicit gifts, gratuities, favors, prizes, awards, merchandise, or commissions as a result of ordering any items or as a result of placing any purchase order with a business, contractor, or vendor on behalf of the District nor accept anything of monetary value from a business, contractor, or vendor except for unsolicited gifts of \$50 or less in value.

### Violations

Any District officer, employee, or agent who violates this policy may be subject to disciplinary action, including but not limited to a fine, suspension, or termination. Violations of law shall be referred to the local, State, or federal authority having proper jurisdiction.

Cross Reference:—7410  
7420

Petty Cash Funds  
Personal Reimbursements

Legal Reference: I.C. § 18-1351  
I.C. § 33-316  
  
2 C.F.R. § 200.67  
2 C.F.R. § 200.88  
2 C.F.R. § 200.317  
2 C.F.R. § 200.318  
  
2 C.F.R. § 200.320  
  
IDAPA 38.05.01.044

Bribery and Corrupt Practices – Definitions  
Cooperative Contracts to Employ Specialized  
Personnel and/or Purchase Materials  
Micropurchase  
Simplified Acquisition Threshold  
Procurement by States  
General Procurement  
Standards  
Methods of Procurement to be  
Followed  
Small Purchases

### Policy History:

Adopted on: March 13, 2017

Revised on: August 22, 2017

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