

- ( ) Required
- (X) Local**
- ( ) Notice

### **PURCHASING PROCEDURES**

Only through the use of efficient purchasing procedures can the school district ensure that needed goods and services are acquired in the most economical manner. The Board of Education directs the Assistant Superintendent for Business and the Purchasing Agent to develop administrative regulations on how purchasing is to be done in the district.

All purchasing is to be done by the Purchasing Agent on an official pre-pressed, pre-numbered purchase order. Checks are always to be voided manually and retained for audit.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

Cross-ref: 6700, Purchasing  
6720, Bidding Requirements

Ref: Office of the State Comptroller-Financial Management Guide  
Federal Uniform Grant Guidance §200.318 (a);§200.320 (d) (3)

Policy Adopted: February 10, 2020

### PURCHASING PROCEDURES REGULATION

The purchasing of material, equipment, or supplies shall be governed by the following list of functions.

	<u>Function</u>	<u>Performed by</u>
A.	Requisition	Initiated by user Sent to proper official for approval Copy retained by school
B.	Specifications	Prepared in detail by Purchasing Department after consultation with requisitioner and made available to prospective contractors or vendors.
C.	Bids or Quotations	Checked and tabulated by Purchasing Department and after review with the requisitioner recommendations made to Board of Education on formal bids.
D.	Contract or Purchase	Contracts signed by designated Board officials; orders signed by Purchasing Agent Order.
E.	Follow-Up	Purchasing Department
F.	Receipt of Goods	Person other than requisitioner signs receiving copy of Purchase Order and forwards same to Accounts Payable Department indicating the quantity and quality of materials or services which have been received and are satisfactory.
G.	Invoice	Checked for price and quantity by Accounts Payable Department.
H.	Invoice Approved	By office giving rise to the claim and auditor after receipt of goods is acknowledged by requisitioner