

ADMINISTRATIVE REGULATION

No. 606(a)

Board of Trustees Douglas County School District

FINANCES

AUTHORIZATION FOR PURCHASING

The regulations and procedures set forth in this Administrative Regulation shall apply to all purchases made by the Douglas County School District.

SECTION I - Purchasing Authority:

Purchasing Authority for the District is applicable to the following positions, hereinafter referred to as "Purchasing Agents": 1) Chief Financial Officer, 2) Authorized Buyer(s), 3) Director of School Nutrition Program, 4) Director of Information Technology, and 5) Director of Curriculum and Instruction.

1. The Chief Financial Officer shall have purchasing authority for the purchase of contracted services for the repair of, remodeling of, making additions to, or construction of new District buildings and sites, and is the authorized representative of the Board for such purchases. Additionally, the Chief Financial Officer, with guidance from the Superintendent, is responsible for oversight of all Purchasing Agents of the District.
2. A Buyer(s) shall be designated by the Chief Financial Officer and shall serve as the central procurement officer for the District. Except as otherwise provided by policy or regulation, the Buyer is the authorized representative of the Board of Trustees and shall have purchasing authority for the procurement of:
 - A. All purchases of items warehoused by the District.
 - B. All purchases of material and supplies, other than initial textbook and related instructional materials or those related to the School Nutrition Program, when the total cost of the purchase is estimated to be \$3,000 or more. (See Items #3 & 5 below for additional information.)
 - C. All purchases of furniture when the estimated cost is \$3,000 or more.
 - D. All purchases of equipment, other than those related to Information Technology, when the estimated cost of the equipment is \$3,000 or more. (See Item #4 below for additional information.)
3. The Director of the School Nutrition Program shall have purchasing authority for the purchase of food and supplies for use in the School Nutrition Program.
4. The Director of Information Technology shall have purchasing authority of all:

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- A. Technology related equipment, materials or hardware, when the estimated cost of the equipment is \$200 or more.
 - B. Any device or equipment, regardless of cost, that connects to the District network wirelessly or wired.
 - C. Any software placed on the District's network and supported / maintained by the Information Technology Department. Any purchase of software intended for installation on the District's network or local workstations shall require pre-approval by the Director of Information Technology.
5. The Director of Curriculum and Instruction shall have purchasing authority of all initial textbook purchases and related instructional materials and software associated with textbook and curriculum adoption.
 6. The purchasing authority for all materials, supplies, equipment or services not included in the above provisions is vested in the Site Administrator or Classified Supervisor who has budget authority over the funds to be expended.

SECTION II - Regulatory Provisions:

All purchases shall be made in accordance with all applicable statutes, regulations and policies, including but not limited to NRS Chapter 332 - "Purchasing: Local Government." Specific subsections defined by NRS Chapter 332, but not addressed in this or other Administrative Regulations are as follows:

1. [NRS 332.112 – 332.148](#): discussions of exceptions to requirements for competitive bidding including emergency contracts and contracts not adapted to award by competitive bidding.
2. [NRS 332.175 – 332.225](#): discussions of general powers and duties of local governments regarding trade-in and sale of personal property.
3. [NRS 332.300 – 332.440](#): discussion of performance contracts for operating cost-savings measures including definitions related to performance contracts as well as requirements and regulations of said contracts.
4. [NRS 332.800 – 332.830](#): prohibition and penalties of member of governing body or evaluator in contracts, prohibited acts by bidders and penalties, and effect of collusion among bidders.

In addition to any other applicable penalties or sanctions imposed by law:

- A. Any employee of the District who purchases any supplies, materials, equipment or services on the credit of the Douglas County School District, in any manner other than as

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authorized by this regulation, AR606(c) and AR606(e), may be subject to personal liability for the amount of any such purchase.

- B. Any employee of the District who willfully and knowingly violates any provision of this policy and regulation shall be subject to disciplinary action as deemed necessary and appropriate by the Superintendent.

SECTION III - General Policies and Provisions for Purchasing Agents:

1. Purchase Order Commitment:

- A. The Purchasing Agent will issue all purchase orders on the basis of competitive prices obtained as required by AR606(b).
- B. Departments are encouraged to suggest vendors relative to their requests; final selections of such vendors shall be the responsibility of the Purchasing Agent.

2. Sales Representatives:

- A. Sales representatives should be directed to contact the appropriate Purchasing Agent.
- B. The Purchasing Agent may refer a sales representative to a department for evaluations of their products, demonstrations or general awareness and assistance for circumstances surrounding authorized direct purchases. Such referrals should not be misconstrued as latitude to circumvent the purchasing process.

3. Specifications:

The Purchasing Agent shall develop, issue, revise, maintain and monitor the use of specifications for supplies, materials, equipment or services as required by the Douglas County School District.

4. Correspondence:

Correspondence with vendors is the responsibility of the Purchasing Agent. In the event it becomes necessary for an employee to respond directly to a vendor, a copy of the correspondence is to be sent to the responsible Purchasing Agent.

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5. Setting of Standards:

It shall be the duty of the Purchasing Agent to classify for standardization the products for use by District departments, to adopt and promulgate such standards relating to the quality and quantity of products consistent with the efficient operation of the District, and to revise or rescind said standards when he or she may deem necessary. All standard specifications must be definite, certain and permit competition, as well as being in written or electronic form.

6. Prerequisite of Submitting Department:

- A. Confirmation of budget appropriation.
- B. Anticipation of requirements to allow sufficient lead-time for the procurement process.
- C. Combining, whenever practical, small orders of like nature.
- D. Foster promptness and efficiency in the communication and transmission of related documents.
- E. It is the responsibility of the Site Administrator or Classified Supervisor of the initiating department to ensure purchase order reflects appropriate details of said purchase.
- F. Expediting payment upon completion of the procurement process.
- G. Matching payment for goods and services with funds from the fiscal year in which said goods and services are received.

See Policy related to this Administrative Regulation

Date Revised: 8/88

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Date Revised: 8/10

Date Revised: 10/15