

*Adopted:*  
*Revised:*

9/4/1973  
5/19/1987; 5/16/1995; 6/17/2008

*Saint Paul Public Schools Policy*

713.00

## **713.00**

### **EQUAL OPPORTUNITY PROCUREMENT**

1. The District shall maintain a centralized purchasing department with sound accounting procedures.
2. The District shall seek business and/or bids from all eligible vendors and consultants, regardless of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status or disability.
3. The District's Purchasing Department shall endeavor to procure from small and protected class businesses.

### **PURCHASING PRACTICE**

1. The Purchasing Department shall perform the administrative functions necessary to the procurement of goods and services for the Board of Education, and maintain accurate records of all transactions for audit purposes.
2. The Board of Education shall award all contracts which exceed the dollar limit specified in Minn. Stat. § 471.345 (Uniform Municipal Contracting Law) requiring solicitation by public notice, while awards under that amount shall be made by the Chief Business Officer of the District or his/her designee.
3. Any purchase or lease of goods and/or services for the District shall be made in accordance with Minn. Stat. § 471.345, Uniform Municipal Contracting Law, and Minn. Stat. § 123B.52, Independent School District, Contracts.
4. The Request for Payment form shall be used to pay the following claims:
  - For purchase of recurrent goods and services that have an established price.
  - For self-generated expenses, rent, etc.
  - For purchases which are made by administrators for the District within dollar limits as defined in the Business Affairs Procedure Manual.
    - For selected purchases that require agreement between the Chief Business Officer or his/her designee and the appropriate budget director or his/her designee prior to the purchase. When feasible, the pay voucher shall show at least two quotations or shall be identified as the only known source of supply. Date and names of agreeing parties shall be shown on the pay voucher.
    - For purchases of books registered under the copyright laws, there shall be no specified dollar limit, but such purchases shall be approved prior to payment by the Chief Business Officer or his/her designee and identified by reference to the proper enabling statute.

- For payment of emergency repairs, equipment, or services without reference to dollar limits as provided for by state statutes. Paying documents for emergency repairs shall bear the signature of the Superintendent or his/her designee and reference the resolution of the Board ratifying the Superintendent's or designee's action.

**LEGAL REFERENCES:**

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 123B.52

**CROSS REFERENCES:**

102.00, Equal Opportunity/Non-Discrimination  
607.00, Textbooks and Instructional Materials  
713.01, Sweatshop Free Purchasing Policy