

## Chelsea School District Bylaws & Policies

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### **6320 - PURCHASING**

The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the education program and for various auxiliary services represents a significant expenditure in the school budget. These items must be procured efficiently and economically with the measure of efficient economic purchasing being the degree to which the right items are provided in the right quantity to the right place at the right time and at the right price.

The Superintendent of Schools shall employ purchasing procedure, which shall:

- A. Conform to all legal requirements set forth by Michigan School Laws;
- B. Result in the best dollar return to the school district for funds expended;
- C. Obtain competitive prices for goods and services;
- D. Maintain satisfactory relationships with vendors and take into account the particular needs of the District;
- E. Select vendors based on the following factors:
  - 1. Quality of product
  - 2. Suitability of product
  - 3. Price
  - 4. Conformance with specifications
  - 5. Convenience of delivery
  - 6. General reputation of business organization
  - 7. Past record of service

M.C.L.A. 380.1267, 380.1274 et seq.