

Descriptor Term: PURCHASING AUTHORITY

Descriptor Code: DJEA

Rescinds:

Board Approved: 11/12/2018

Previous Approved: 12/7/2015

"Purchasing agent" shall mean superintendent. Pursuant to the authority granted by Section 37-39-15, Mississippi Code 1972 as amended, this school board hereby designates other individuals as "purchasing agents" subject to the limitations set forth below.

1. In addition to the superintendent the school board hereby designates the assistant superintendent and chief financial officer as "purchasing agents" with general authority to negotiate for and purchase the commodities and services necessary for the operation of the school district, within the limits of budget categories and purchasing law.
2. This school board hereby designates the Director of Child Nutrition and Director of Maintenance as "purchasing agents" with the limited authority to negotiate for and purchase commodities and services for their specific areas of responsibility within the limits of budget and purchasing law.

BONDING REQUIREMENT

The purchasing agent(s) of this school board, before entering upon his/their official duties in such capacity, shall furnish a good and sufficient surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00). § 37-39-21 (1987)

INDIVIDUAL BOND: A new bond in the amount required by law shall be secured at the beginning of each new term of office or every four (4) years, whichever is less. § 25-1-15 (2000)

BLANKET BOND: A new bond in an amount not less than that required by law for public employees shall be secured upon employment and coverage shall be secured at the beginning of each new term of office of the public or appointed official by whom they are employed, if applicable, or at least every four (4) years concurrent with the normal election cycle of the Governor. § 25-1-15 (2000)

GENERAL AUTHORITY

All agencies and governing authorities shall purchase their commodities and printing; contract for garbage collection or disposal; contract for solid waste collection or disposal; contract for sewage collection or disposal; contract for public construction; and contract for rentals as herein provided. Nothing in this section shall be construed as authorizing any purchase not authorized by law. § 31-7-13 (2002)

BIDDING PROCEDURES

A. \$5,000.00 or Less

Purchases which do not involve an expenditure of more than Five Thousand dollars (\$5,000.00), exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. However, nothing contained in this paragraph shall be construed to prohibit any agency or governing authority from establishing procedures which require competitive bids on purchases of Five Thousand Dollars (\$5,000.00) or less. § 31-7-13 (a) (2007)

B. Purchases Over \$5,000.00 But Not Over \$50,000.00: See § 31-7-13 (b).

C. Purchases Over \$50,000.00: See § 31-7-13 (c).

D. Lowest and Best Bid Decision Procedure: See § 31-7-13 (d).

E. Lease-purchase Authorization: See § 31-7-13 (e).

F. Alternate Bid Authorization: See § 31-7-13 (f).

G. Emergency Purchase Procedure: See § 31-7-13 (k).

Competitive" shall mean that the bids are developed based upon comparable identification of the needs and are developed independently and without knowledge of other bids or prospective bids. Bids may be submitted by facsimile, electronic mail or other generally accepted method of information distribution. Bids submitted by electronic transmission shall not require the signature of the vendor's representative unless required by agencies or governing authorities.
§ 31-7-13 (b) (2003)

The results of all competitive bid openings shall be tabulated and presented to the school board at its next regular or special meeting.

NOTES: For master-lease purchase program, see § 31-7-10. For purchase of commodities, see § 31-7-12. See also the annual Purchase Law Update available from the Office of the State Auditor, Department of Technical Assistance.

LEGAL REF.: MS CODE as cited and § 37-39-1 *et seq.*

CROSS REF.: Policies DJE-E C Purchase Law Policies

DJED C Bids and Quotations