

1 Great Falls Public Schools

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3 **FINANCIAL MANAGEMENT**

7320R

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5 Purchasing

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7 Purchasing Regulation-General Fund Expenditures:

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9 1. All schools, departments, divisions and auxiliaries of the school district shall be included
10 in centralized purchasing with the following exceptions:

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12 a) All Student organizations;

13 b) In-town food purchases from local vendors having established open purchase
14 orders. (Culinary Arts, teachers, staff development, and related activities)

15 c) Buildings and Grounds open purchase orders for items needed for immediate
16 pickup from local vendors. (Paint, lumber, lighting, tools, and relevant supplies)

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18 2. Under the centralized Purchasing Office, the Purchasing Agent will be the contact for the
19 district for all vendors. Salespersons of firms desiring to do business with Great Falls Public
20 Schools must secure permission from the Purchasing Department to go into the schools to
21 contact principals, teachers, custodians, or any other school personnel. (To make these
22 contacts without prior permission would defeat the purpose and intent of centralized
23 purchasing; and the district's educational program which does not allow administrators and
24 other personnel to take the time from their duties to meet with vendors.)

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26 Policy History:

27 Adopted on: July 1, 2000

28 Reviewed on: January 23, 2019