

**Tumwater School District  
Board Policy**

**PURCHASING**

The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the educational program and for various auxiliary services represent a significant expenditure in the school budget. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is 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 following considerations constitute the policy of the board:

1. The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services.
2. It is the policy of the board to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.
3. Competitive bids or quotations shall be solicited for purchasing in accordance with state law. Bids shall be publicly advertised, opened and recorded pursuant to state law. Contracts shall be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions.
4. The district staff is authorized to issue purchase orders without prior approval of the board where formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations.
5. All contracts which require public advertising and competitive bidding shall be awarded by formal action of the board.
6. Purchases shall be made through available state or other public agency contracts whenever such purchases are in the best interest of the school district.
7. Any statement of "General Conditions" included with specifications submitted to suppliers for their bids shall be incorporated in all contracts awarded for the purchase of materials, equipment, and supplies.
8. Opportunity shall be provided to all responsible suppliers to do business with the district.
9. No Board member, officer, or employee of the school district or their families shall be interested financially in any contract entered into by the board. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons, from any supplier of materials or services to the district.

**ADOPTED: May 11, 1978**

**REVISED: December 12, 2013**