

PURCHASING AND ACQUISITION CH (REGULATION)

The Superintendent will supervise the expenditure of District funds in accordance with the proposals listed in the annual budget adopted for the current fiscal year.

PURCHASING GUIDELINES

No employee will purchase or charge the cost of any supplies or materials to the District or to a particular campus without the express consent and written approval of the Superintendent or designee.

Purchase order procedures as outlined in the District's purchasing manual will be followed for all District purchases. [See CHD]

Students will not be permitted to purchase items in the name of the school or the District.

Board members will not be permitted to purchase items in the name of the school or the District without prior approval from the Board.

INFORMAL PRICE-QUOTE PROCESS

The following process will apply to purchases of supplies, equipment, and services that are not required by law to be bid when such supplies, equipment, and services are not related to construction:

1. Written quotations from at least three vendors, if possible, will be secured for purchases of less than \$50,000, but in excess of \$10,000. [See CH (LOCAL)]
2. Emergency purchases and purchases of single sources or specialty items where substitution or replacement is impractical because of technical problems, will be made only with the approval of the Superintendent or designee.
3. Contracts for the lease or rental of equipment, materials, or services may be negotiated without securing advertised sealed bids provided that:
 - a. The title to the property does not or will not change hands at any time.
 - b. None of the lease or rental payments will apply toward a later purchase, giving an advantage to the leasing company.

Contracts for the lease or rental of equipment or materials where part or all of the payments may apply toward eventual purchase will be treated as actual purchases. The standard competitive bid process will be used regarding such contracts.

FORMAL BIDDING PROCESS

The following procedures will be followed when bids are to be obtained:

1. Bid requests will be furnished to known suppliers and to any supplier requesting an opportunity to bid.
2. Bids must be returned to the identified department in the bid not later than the time and date stated on the bid document.
3. The general practice of the administration will be to accept the low bid as submitted when the bids have been submitted on equal products.
4. When price and quality are essentially equal, preference may be given to local vendors over other bidders when bids are not otherwise regulated by law and in accordance with policy. [See CHD (LOCAL)]

APPROVED – JANUARY 2015

EXHIBIT A

PRICE QUOTATIONS BY PHONE

Date: _____ School/Department: _____

Purchase: _____

Company	City / State	Area Code / Phone	Talked To	Total Cost	Delivery Date	Accepted / Rejected
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

If not purchasing from low bidder, please explain:

Approved: _____

Date: _____

This space for business office use only

P.O. Number: _____

Date: _____

Procurement Protest Procedure CH (Exhibit)

In accordance with Federal purchasing procedures, the following steps should be taken for purchasing or contract disputes.

1. Vendor should meet with the appropriate MISD department leader within 5 business days regarding the purchasing or contract dispute to explore a resolution at this level.
2. If the vendor has no resolution following the department meeting, vendor should contact the MISD Purchasing director within 5 business days from the first meeting. Written correspondence shall be sent to the vendor and the appropriate department leader.
3. If the vendor still has no resolution, the vendor should write a letter to the superintendent within 5 business days for investigation into the dispute. Following an investigation into the dispute, the superintendent or designee will provide written correspondence to the vendor as to the resolution of the matter.
4. Procedures will be modified as needed for compliance with current regulation.