

**Policy**

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PURCHASING PROCEDURES

The board of education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are to be centralized under the business administrator/board secretary respectively, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The board of education encourages the administration to seek advantages in savings through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property.

The board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

Nothing is to be ordered independently by school personnel.

The board of education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Purchases Budgeted

It is the policy of the board of education that when funds are available all purchases contemplated within the current budget and not subject to public bid be made in a manner that tends toward the insurance of maximum educational value for the district.

Upon receipt of a purchase order by the business administrator/board secretary, he/she shall:

- A. Check request for proper account distribution or make distribution if not on purchase order.
- B. Check request for funding and if sufficient funds are available.
- C. Affix signature to purchase order indicating "A" and "B" are complete and order is ready for processing and mailing by the business office.

The business administrator/board secretary shall solicit at least two written quotations from independent sources for the supplies, equipment or services (except those exempted by law) desired whenever possible, and when the contemplated expenditure is \$5,400 or more and not made under a state contract. All quotations received shall be attached to and retained with a copy of the resulting purchase order.

In the interests of economy, fairness and efficiency in its business dealings, the board of education requires that opportunity be provided to as many responsible suppliers including local suppliers as possible to do business with the school district. To this end the board secretary shall develop and maintain lists of potential

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suppliers for various types of supplies, equipment and services.

Upon placement of a purchase order, the business administrator/board secretary shall commit the expenditure against a specific budget line item or project category to guard against the creation of liabilities in excess of appropriations.

Purchases Subject to Public Bid

It is the policy of the board that the law and the public good be the primary consideration in determining bidding requirements. In order to do so the bidding procedures shall provide equal opportunities to each responsible vendor to furnish supplies, equipment and services and to keep the administration, Board and public informed on business matters. Further, purchases shall be on an aggregate basis and not be intentionally split to avoid requirements for competitive bidding.

All work, supplies, equipment and services procured by the district whether by purchase, contract or agreement or any other voluntary transaction for consideration creating an interest in property shall be subject to public bidding whenever the aggregate value of such purchases exceeds the amount set forth by the Commissioner of Education within one fiscal year unless exempted by law.

Bid specifications shall be prepared by the business administrator/board secretary who may prepare bids in the alternative. Each bid specification shall indicate the board's right to reject all bids and to re-advertise and to accept reasonable equivalents. The business administrator/board secretary is authorized to advertise for bids in accordance with statutory procedures without prior approval of the board but shall inform the board of this action at the meeting next following such action. Records shall be kept in sufficient detail to show what number of qualified vendors did bid.

Bids shall be opened publicly by the business administrator/board secretary before one or more witnesses at a previously designated time and place. Contract(s) shall be awarded to the lowest responsible bidder or the bidder who meets the exact specifications of the item bid by resolution of the board, unless the board chooses to reject all bids, to re-advertise or to purchase under a state contract.

<b>Adopted:</b>	<b>June 8, 1982</b>
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Key Words

Purchasing Procedures, "Set Aside" Contracts, Nondiscrimination, Affirmative Action, Vendors

<b><u>Legal References:</u></b>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:5-31</u> through -35	
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public Schools Contracts Law
	<u>N.J.S.A. 18A:19-1 et seq.</u>	Expenditure of Funds; Audit and Payment of Claims

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<u>N.J.S.A.</u> 52:32-44	Business registration for providers of goods and services (definitions)
<u>N.J.A.C.</u> 6A:7-1.8	Equity in employment and contract practices
<u>N.J.A.C.</u> 6A:23-1.2	Definitions
<u>N.J.A.C.</u> 6A:23-2.6	Supplies and equipment
<u>N.J.A.C.</u> 6A:23-6.1 <u>et seq.</u>	Purchase and Loan of Textbooks
<u>N.J.A.C.</u> 6A:23-7.1 <u>et seq.</u>	Management of Public School Contracts
<u>N.J.A.C.</u> 6A:27-9.1 <u>et seq.</u>	Contracting for Transportation Services
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

**Possible**

**Cross References:**

*2224	Nondiscrimination/affirmative action
3300	Expenditures/expending authority
*3326	Payment for goods and services
*3327	Relations with vendors
*3570	District records and reports
3571	Financial reports

\*Indicates policy is included in the Critical Policy Reference Manual.