

Purchasing Authority

The Board declares its intention to purchase competitively and to seek maximum educational value for every dollar expended. Except as otherwise provided by law, purchase of items exceeding, in aggregate value, the bidding threshold amount for public schools must be made by bid.

Definitions

For the purposes of this policy:

- A *contract* means an agreement entered into by the Board for the sale or purchase of supplies, materials, equipment or the rental thereof.
- "Construction" means the process of building, altering, repairing, improving, or demolishing any public structure or building or other improvement to any public property.
- "Cooperative Purchasing" is the process as defined in ND Century Code.

Designation and Duties of Purchase Agent

The Superintendent is appointed by the Board to serve as purchasing agent and shall be responsible for developing and administering the purchasing program of the District. The purchasing agent will devise an efficient and economical system of requisitioning and purchasing that conforms to state statutes, board policies, and administrative regulations. The purchasing agent shall develop procedures for staff to request purchase of equipment and supplies.

Purchase Approval and Limits

Regular operational expenditures may be approved at the administrative level provided they fall within the following category:

1. Specific or implied expenditures provided for in the general budget;
2. Purchases made in individual schools not subject to the bid law; and
3. Purchases that have been complied with under the state bid law.

In addition to the above limits on purchase approval, the purchasing agent shall ensure that purchases not defined as cooperative purchases are made in compliance with the following parameters:

- Bids may also be called on purchases under \$50,000 where, in the opinion of the purchasing agent, the welfare of the schools will be served.
- If the amount of the contract is estimated to exceed \$50,000, the Board may not enter into a contract without first advertising in accordance with NDCC 15.1-09-34.

- If the amount of a construction contract is estimated to exceed \$250,000, the Board may not enter into a contract without first advertising for sealed bids or proposals in accordance with NDCC 48-01.2-02.

Recordkeeping

All quotations obtained and contracts entered into under this policy will be kept on file at least six years.

A complete central record system will be maintained by the purchasing agent. All purchase orders shall be subject to board review.

End of Bismarck Public School District Policy HCAA

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