CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3312

PURCHASING AUTHORIZATION AND NEPOTISM--ALL FUNDS

I. Upon adoption of the annual Clark County School District budget, the District is authorized to purchase equipment, supplies, and related services within the limits of budget appropriations.

A. Specifications will be developed to ensure standards of quality of supplies and equipment as determined by the District.

B. All requests for purchases over $3,000 for goods and services including professional and technical services must be submitted to the Purchasing Department for processing in accordance with Nevada Revised Statutes and Federal law as applicable.

1. Purchases for all goods and services including professional and technical services less than $100,000 will be processed and approved by the Purchasing Department using quotes**,** informal bids, or formal bids/proposals to ensure standards of quality and contract development while securing the lowest prices.

2. Purchases for all goods and services including professional and technical services for $100,000 or more will be processed by the Purchasing Department using a formal bid or proposal process in compliance with Nevada Revised Statutes and Federal law as applicable. Board approval will be obtained for all purchases of $100,000 or more.

3. An authorized Purchasing Department administrator must sign all non-construction and non-real estate District contracts except those contracts for Out-of-District Consultants for Instructional-Related Services as referenced in Regulation 2310. A purchase order will be issued by the Purchasing Department to formally recognize the District's obligation. Obligations are not recognized by the District until the purchase order is processed.

C. Purchase orders for items not previously approved will be ratified at regular meetings of the Board of School Trustees.

D. The Operational Services Unit is responsible for developing and implementing procedures establishing guarantees of performance that will be standard for the majority of purchases and/or be required for purchase of certain special goods or services while securing the lowest prices for the quantity needed.

II. The District shall not enter into a purchase transaction for any amount with any person related within the third degree of consanguinity or affinity to a member of the Board of School Trustees or to a person acting as the "Authorizing Official" for the District, except as authorized below. "Authorizing Official," for purposes of entering into a District purchase transaction for goods, services, professional services, or construction contracts means the person who has final authority to administer budgets, or his/her designee.

A. Operational Services Unit will inquire on all Requests for Bids and Proposals, and on all Purchase Orders as to whether prospective suppliers are related within the third degree of consanguinity or affinity to a member of the Board of School Trustees or an Authorizing Official.

B. Any purchase of goods, services, professional services, or construction contracts from a prospective supplier related within the third degree of consanguinity or affinity to a member of the Board of School Trustees requires prior unanimous approval for such purchases except the vote of the Board member who is related to the prospective supplier, who may abstain, after full disclosure of the relationship by the Board member.

C. Any purchase of goods, services, professional services, or construction contracts from any person related to an authorizing official within the third degree of consanguinity or affinity requires prior approval of such purchases from the Deputy Superintendent or designee, or by the Board.

D. It is the responsibility of the Authorizing Official to ensure compliance with this regulation. Individual purchase transactions shall not be divided to circumvent the $3,000 limitation.

Failure to comply with this regulation may result in disciplinary action of the Authorizing Official or employee.

Legal Reference:	NRS Chapter 332 Purchasing: Local Governments
Cross Reference:	Regulation 4116, Nepotism
Review Responsibility:	Operational Services Unit
Adopted:	3310/3312/3313.3:9/9/65
Revised:	6/15/72; 3/26/81; 9/10/98
Policy Gov. Review:	3312:6/28/01
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