ADMINISTRATIVE PROCEDURES DJE

FISCAL MANAGEMENT **October 6, 2025**
PURCHASING

Procurement of all supplies, materials, equipment, and services paid for by the district shall be made in accordance with all applicable Federal, State, and local statutes, Board policies, and administrative procedures. Specifically, purchases made with Federal grant funds will be made in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and federally funded programs. All District employees, officers, and agents who have purchasing authority shall abide by standards of conduct covering conflicts of interest as established in Board Policy GAG as well as the following regulations:

1. All purchases require the approval of the building principal/administrator or the assistant principal.

2. All purchases over $2,000 require the approval of the building principal/administrator or the assistant principal along with approval of the designated central office administrator.

3. All purchases $10,000 - $31,000 may be awarded after receipt of written quotations, which will be attached to the purchase order. An attempt will be made to obtain at least three written quotes.

4. All purchases pertaining to procurement of supplies, materials, equipment, or pertaining to construction, renovation, repair, or remodeling over $31,000 will be awarded after receipt of competitive bids to be solicited by the purchasing supervisor and with the approval of the School Board. An attempt will be made to obtain at least three quotations from competitive bids. Awards will be made to the lowest responsible qualified vendor meeting specifications, taking into consideration the quality of materials or services desired and their contribution to program needs. However, the Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district.

   The following items are exempt from competitive bidding:
   • Professional services
   • Purchases made through governmental entities or purchasing consortiums
   • Magazines, textbooks, books, or periodicals; software licensing and upgrades

5. Emergency purchases may be made with appropriate central office authorization without utilizing the quotation or bidding process. A public emergency may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, or safety of children, and where immediate action cannot await competitive bidding. Fire or damage by the elements to electrical systems, heating, or school plumbing also fall under this heading. All emergency orders will be placed with the vendor upon approval from the Chief Financial Officer.

6. To ensure proper inventory tagging and prompt payment, all equipment requisitions will be processed for delivery to the central warehouse.

The Chief Financial Officer is authorized, on a limited basis, to purchase products which are regularly purchased by the district and that are being offered at a special limited price that requires action prior to normal Board committee review and approval process. The district will secure other competitive bids to confirm that the special price cannot be duplicated under the regular Board approval process.

On occasion, because of a need to maintain conformity or compatibility, or to satisfy certain technical requirements, it may be appropriate to seek a product or service from a single source. Any deviations from the bidding requirements of this regulation must be authorized by the Chief Financial Officer.

Purchase requisitions cannot be processed until all the above criteria have been met. Requisition procedures are designed to meet the needs of the various operating units within the district and must also follow the purchasing policies as approved by the Board of Education.