CHAPTER 12

PURCHASES FROM SCHOOL'S INTERNAL FUNDS

Principals are directed to utilize bid awarded vendors when available for all internal fund purchases. When bid awarded vendors are not identified, then the principal must follow the standard purchasing procedures which include obtaining 3 or more quotes for all purchases over
$5000 and engaging the purchasing staff to solicit formal bids for purchases over $50,000 when required.

Principals have delegated authority for certain purchases when using their internal accounts per Policy 6.14 summarized as follows:

a. Principals may use their P-Card for purchase of goods up to $2,500 per vendor per day and for approved travel expenses in accordance with the travel policy 6.01.
b. Principals may contract for services up to $5000 per vendor per fiscal year;
c. Principals may purchase up to $50,000 in commodities and contractual services using internal funds from vendors who have already been awarded a contract by the School Board or its designee in accordance with Section 5 of Policy 6.14 for the particular commodities or contractual services sought by the Principal.
d. Principals may purchase up to $15,000 in commodities per vendor per fiscal year using internal accounts purchase orders from vendors who have not been awarded a contract by the School Board or its designee in accordance with Section 5 of Policy 6.14.
e. Principals may not divide the procurement of commodities or contractual service so as to avoid the delegated monetary threshold.
f. Principals may also purchase commodities and contractual services using internal funds of the school following internal fund procedures with no dollar limitation for:.

i. Graduation supplies and yearbooks
ii. Class pictures
iii. Class rings
iv. Prom
v. Homecoming
vi. Dances
vii. Award and / or recognition banquets
viii. Project Graduation
ix. Fundraising projects and activities meeting the requirements of policy 2.16

Principals are encouraged to engage students in decision making whenever possible when making purchases from their internal accounts funds.

All internal accounts purchases require approval by the principal prior to the purchase being

made. Principals have flexibility in managing their approval process as they deem best for their school. Small dollar purchases defined as orders under $2,500 may be approved verbally if the principal chooses this option. All other purchases require written purchase orders, signed consultant contracts, an approved field trip request form, signed TDE or an approved fund raising application to initiate the order.

Any purchase which exceeds the delegated authority of the Principal should be emailed to the General Manager of Purchasing for review and approval. These purchases will be returned to the school via email as approved or as denied with a process to follow to resubmit for approval. The purchasing staff has a goal of returning all internal accounts purchases within 5 business days unless a solicitation and/or board approval is needed.

Remember to always engage the services of your Facilities Coordinator if you are planning to purchase any goods or services that will affect your campus.

Special care should be taken when purchasing food for an event at your school. The Sale of Competitive Foods and Beverages on school grounds is limited. Guidelines are provided by School Food Service and sales shall only be held in accordance with Board Policy 6.185. Please refer to the current policy prior to making purchases of those items.

In addition, it is important that the Program meets the standards for food service and sanitation and safety as required by the Florida Board of Health and Florida Department of Education.

Please contact the Director of School Food Service with any questions on the purchases of food for your school.

For additional information regarding school's internal funds refer to the INTERNAL ACCOUNTS MANUAL.
To receive a copy or for additional information, contact Accounting Services