THE KENTON COUNTY SCHOOL DISTRICT
PURCHASING QUICK REFERENCE GUIDE

SCHOOL ACTIVITY FUNDS – A school Purchase Order approved by the Principal/designee is required prior to any purchase. Vendors used must comply with the District vendor options listed below.

DISTRICT FUNDS - A Requisition is to be completed by a staff member, and sent to the Principal/designee for approval prior to purchases utilizing district funds. Once approved by the Central Office, a Purchase Order will be assigned to an approved Requisition. No purchase or commitment to purchase from a vendor is to be made by a staff member without an approved District Purchase Order. The Board will not honor any commitment to purchase made by a staff member without following this procedure, and the staff member risks being personally responsible for initiating such purchasing arrangements.

A staff member needs to check the district website noted below to first see if the product(s) or service(s) have been bid by the district. Allowable vendor/purchasing options for staff are as follows:

- **Vendor has a formal district bid (see website)**
- **Vendor is a State, Federal, or Cooperative Bid** – Requires Bid Number
- **Purchase is a Small Purchase** (total req is under $2,500.00)
- **Vendor is the Single Source for the item** - Requires Determination & Findings Form & Single Source Letter from the vendor
- **Travel Outside of District**
- **Vendor is a Licensed Professional** - Requires Determination & Findings Form
- **Items are Perishable Items (Food)**
- **Items are for Resale Items** – Requires Det & Find Form
- **Items are Replacement Parts** – Requires Det & Find Form
- **Vendor provides Significant Savings to the District** – Requires Det & Find Form

SMALL PURCHASE AGGREGATE AMOUNTS

This means that purchases of "like" item/items of $50,000 in total must be formally bid. $50,000 is the amount purchased by the total District, not just one cost center or school. If in question this amount can be verified by contacting the Purchasing Department (see e-mail addresses below).

MONETARY LIMITS ON NON-BID ITEMS

- **$0.00 - $2,499.99**
  Requires an approved Requisition form.
- **$2500.00 - $9,999.99**
  Requires an approved Requisition form and Small Purchase Determination and Finding form, with three (3) documented price quotes, unless approved by the Purchasing Department.
- **$10,000.00-$49,999.99**
  Requires an approved Requisition form, Small Purchase Determination and Finding form, and three (3) written quotations from competitive vendors or suppliers, unless approved by the Purchasing Department.
- **$49,999.00 and over**
  Contact the Purchasing Department to proceed.

Note: In Accordance with KRS 45A.380 a Non-Competitive Determination and Finding form may be used where applicable.

Please visit the District Purchasing Website at https://www.kenton.kyschools.us/departments/purchasing to review bids, policies, procedures, and state law.

Any purchasing related questions should be directed to jennifer.weis@kenton.kyschools.us or cinda.roberts@kenton.kyschools.us.

Prior Board Approval

ALL purchases that require a signed contract must have prior Board approval. (Note the month of Board Approval on the MUNIS Requisition)

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