

PURCHASING PROCEDURES

The Board recognizes the importance of a sound fiscal management program and expects the district to maintain an efficient and consistent procedure in purchasing materials and services for the school district.

All purchasing for the district will adhere to an approved purchase process that clearly establishes the contractual arrangement between the supplier and the school district.

Requests for equipment, materials, books, supplies, reimbursement claims and subsidiary accounts shall be made through the principal to the superintendent. No payment of a bill will be made without proper purchase documentation. The board may enter into multi-year contracts for the purchase of various services, equipment and supplies for a period not to exceed four years.

The Superintendent shall have supervision of school purchasing and shall be authorized to issue purchase orders on his/her own authority in accordance with the previously adopted budget of the Board for the fiscal year.

The Superintendent shall be authorized to maintain a miscellaneous fund account for the purpose of facilitating refunds, for payment of freight, payment of advance registrations, and the making of minor purchases. This shall be a revolving fund, which shall be itemized and reimbursed monthly from the general fund of the school district.

Requisitions

All requests for purchases shall be made through the Superintendent or his/her designee. Requests for purchases shall be made on the purchase order forms provided by the school or on computer generated purchase orders.

Purchase Orders

All purchases will be conducted using a process of written purchase orders to be authorized by the superintendent or his/her designee. Authorization consists of the superintendent's or his/her designee's signature upon the purchase order.

Failure by an employee to use duly authorized purchase orders will result in either cancellation of the purchase or if that proves impossible, the employee being held personally liable for the dollar amount of the purchase.

Some local vendors authorize open charge accounts with the district. Purchases from these vendors may be authorized by the superintendent. Purchases of these types must be documented by a sales receipt signed by the employee and forwarded to the superintendents upon completion of the purchase.

Approved _____ Reviewed _____ Revised _____

Receiving Supplies

When supplies are received the superintendent or his/her designee shall check the supplies against the packing slip and the purchase order and make note of any missing or damaged supplies.

The superintendent shall have the authority to authorize purchases already included in the year's budget costing under \$5,000 without prior board approval. When it is reasonable and practical to do so, the superintendent will request competitive bids for goods and services to ensure the best use of the district's financial resources. Competitive sealed bids are required in many instances for construction, remodeling or repair of school-owned buildings or site improvements that cost \$40,000 or more.

When obtaining competitive bids, the purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, the targeted small business procurement goal and other factors deemed relevant by the board.

Legal Reference: Neb. Statute 73-106
 Neb. Statute 79-515
 Neb. Statute 79-10,104