



Book Administrative Guideline Manual

Section For Superintendent Review - Administrative Guidelines Vol. 34, No. 1

Title PURCHASING

Code ag6320A

Status

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## 6320A - PURCHASING

### Purchasing - General Provisions

- A. All purchases shall be by purchase order processed through the Business Office.
- B. The Business Office ~~(-) District's financial software~~ **[END OF OPTION]** shall be responsible for encumbering the funds as soon as the purchase order has been issued.
- C. A verbal financial commitment may be made only for emergencies or when it is impossible or impractical to precede the purchase with a purchase order. Before such a commitment is made, the Accounts Payable Department shall be contacted for prior approval and for a purchase order number. In all such cases, a purchase order shall be issued as soon as possible after the commitment is made.
- D. Employees are forbidden to use the name of the District, any discounts provided the District, or any other means for associating a personal purchase with the District. They are to make clear to any District supplier from whom they are purchasing an item that it is a personal purchase by the employee and is not associated with the District. Failure to abide by this provision could lead to disciplinary action.
- E. Ongoing commitments such as service contracts and leases should be renewed ~~(-) annually (-)~~ at the renewal date **[END OF OPTION]** in writing, at the renewal date.
- F. Blanket purchase orders for goods or services are valid only for the time period and amount indicated on the purchase order. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket purchase orders must be approved by the Business Manager before they are issued.
- G. Purchases of contracted services shall be negotiated either verbally, by a Request for Proposal, or through the bid process, as determined by the Superintendent. Such services that cost more than \$10,000 require the approval of the Board.
- H. Quotes will be requested for any item or group of items in a single transaction ~~costing between \$1,000 and \$10,000~~ exceeding the cost set by Policy 6320 - Purchasing.
- I. Purchases of supplies, materials, and equipment items costing more than the amount stipulated in Board policy must be obtained through competitive, sealed bids and be approved by the Board.
- J. Annual purchase order cut-off dates shall be as follows: purchase orders must be received in the Business Office on or before the ninetieth (90th) day prior to the close of the fiscal or project year, unless the services or supplies are essential to continue the daily operation of the department or building for the remainder of the current year, or unless an emergency exists.

**Payment of Purchases Procedure**

- A. When delivery is made, the individual receiving the order checks the paperwork to ensure the order has been received correctly and in proper condition.
- B. If so, the packing or delivery slip is signed, attached to a copy of the requisition/purchase order and sent within five (5) business days to the school secretary. The school secretary verified the requisition purchase order, approves the order for payment, and sends the order to the Accounts Payable Department for payment.
- C. The Accounts Payable Department checks the invoice against the purchase order and processes the payment if everything is in order.
- D. If the Accounts Payable Department finds discrepancies or has questions, ~~they~~ then the Accounts Payable Clerk shall contact the school secretary.
- E.

After payment the vendor's invoice is filed with a copy of the requisition/purchase order.

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