

EXPENDITURES OF SCHOOL DISTRICT FUNDS

The Board is responsible for meeting the purchasing needs of the district and will follow the District's adopted budget as closely as possible in the expenditure of funds. The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The Superintendent may name other designees as necessary. Purchasing services will include personnel and equipment necessary to process promptly all approved requisitions, to deliver goods and services promptly. Purchasing activities will have the following as their criteria for all items and services:

- best possible quality,
- lowest possible cost meeting the specifications of the user,
- availability when needed,
- least possible expenditure of time for the person requesting, and
- compliance of suppliers and staff with Board policies.

Competition will be the basis for purchasing. Competitive vendors will be granted equal consideration. First consideration will be given to the objectives, policies, and interest of the district. All other things being equal, contracts/awards shall be awarded and purchases made from a local firm.

All requests for bids and quotations will specify that the district reserves the right to accept or reject any or all bids and quotations, to waive any formalities in any and all bids, and make a vendor selection in the best interests of the district. Purchasing of any normally used supplies and materials, or any furniture and equipment items that are included in (1) any district budget, (2) approved for new buildings, or additions to existing buildings, or (3) any district proposal that has had prior approval of the Board will not require additional approval by that Board.

No employee, school board member, or school board representative shall engage, directly or indirectly, in any purchasing activities that conflicts or raises reasonable questions of conflict with his/her duties and responsibilities. See Policy BCB, Board Member Conflict of Interest.

CONTRACTS

The Chair of the Board will sign any written contract to which the district may be a party when such contract has been authorized by the Board. Any other contract may be entered into and signed by the Superintendent or designee. Any contract signed by an administrator will not exceed one year.