

Section 3000 - Fiscal Management

3610 Purchasing Goods and Services

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The Superintendent shall be the sole purchasing agent for the District.

Purchasing From District Employees

The Board shall not purchase equipment or supplies from an employee of the District, nor from a member of a household of an employee, nor from any firm in which an employee or member of his/her household holds a 10 percent or greater financial interest.

Purchases through the District

Board members and employees shall not make any purchase through the District for personal use. The name of the District or school, or an employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence that could affect the life, health, welfare or safety of the District's students or employees.

Approved: February 12, 2007

LEGAL REF: MCL 15.321-330; 380.1216; 380.1274

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Requisitions

The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the District.

All staff shall cooperate in the proper use of this form. Anything purchased, with the exception of petty cash or purchases under policy 3605 shall have a purchase requisition.

All requisitions shall be submitted to the purchasing agent at a time designated by him/her. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

Employees shall not use school letterhead paper in ordering supplies and equipment for their personal use or purchase.

Purchase Orders and Contracts

The purchasing agent shall develop an order form compatible with the requisition form to be used in purchasing goods for the District.

Purchase orders shall include the following essentials:

- A specification of the item which adequately describes to the supplier the characteristics and the quality standards; a quoted, firm, net, delivered price, whenever possible, and prices shown both per unit and as extended; clear delivery instructions which include time and place; and signature of the purchasing agent and budget account code number.

All purchase orders shall be numbered in sequence; sufficient copies will be made to meet distribution requirements.

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A verbal order, with prior approval of the Superintendent or Director of Finance and Operations and subject to subsequent confirmation by a written purchase order, may be issued only in cases where a bona fide emergency situation exists. Whenever possible, a purchase order number should be given to the supplier. A confirming requisition/ purchase order shall be issued immediately thereafter and clearly marked as such.