

Section 3000 – Fiscal Management

3610 Purchasing Goods and Services

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The purchasing objective of the Board of Education shall be to provide services, materials, and supplies that offer District personnel effective and efficient means to perform their tasks. The policy of the Board will be to acquire these at minimum possible cost, considering the best interest of the school District.

In awarding purchases, the Superintendent and/or his/her designee shall consider such things as vendor reliability, product quality, probable subsequent service and availability of parts.

The purchasing policies of the Board of Education shall be set forth in detail by purchasing procedure documentation available to all administrative staff.

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

General Guidelines

1. In awarding purchases or contracts for services, the Superintendent or his/her designee shall consider the following:
 - a. Price;
 - b. Quality of product;
 - c. Service;
 - d. Delivery and maintenance of product;
 - e. Suitability of product;
 - f. Conformance to specifications;
 - g. Past performance to the school District; and
 - h. Vendor reliability.
2. The Board directs that all purchases from all funds under its control and responsibility be made after proper written documentation is secured to support such purchases, excluding purchases of a minor or emergency nature.
3. The Board will have a fully operative purchase order system as a means of budgetary control.

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4. Vendor competition in purchasing shall be practiced whenever possible.
5. Sufficient amounts must be budgeted in appropriate accounts and sufficient funds be available in said accounts, or line item transfer approval given by the Superintendent or Board according to transfer authority provided in the General Appropriations Act (budget) approved by the Board.
6. The Superintendent shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods or services. These copies are to be retained by the Superintendent until the Board has formally accepted the audit for a fiscal year.
7. The lowest responsible bidder submitting a competitive price quotation or bid ordinarily shall be awarded the contract. However the Board reserves the right to accept or reject any bid which it feels is in the best interest of the District and delegates this authority to those responsible for purchases not coming before the Board.

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.

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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.

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