

PURCHASING

Source: MCL 380.1267, 380.1274 et seq.

It is the policy of the Board that the Employee Leasing Agency adhere to the following purchasing procedures:

- A. Seek informal price of three (3) quotations on any and all purchases except in cases of emergency or instances when the materials purchased are of such a nature that price negotiations would not result in savings to the School.
- B. When the purchase of, and contract for, single items of supplies, materials, or equipment is less than the amount allowed by State statute, but exceeds \$5000 the School Leader shall require three (3) competitive price quotations, whenever possible.

Purchases in excess of the dollar amount permitted by State statute shall have at least three (3) competitive bids, whenever possible, for substantiation of purchase and shall require approval of the Board prior to purchase.

Bids shall be sealed and shall be opened by the Board in the presence of at least one (1) witness. All orders or contracts shall be awarded to the lowest responsible bidder; however, consideration can be given to the following:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the school;
- D. delivery terms;
- E. past performance of vendor and community pressure.

The Board reserves the right to reject any and all bids.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

The School Leader is authorized to purchase all items within budget allocations.

The Business Manager shall request prior approval of the Board before all purchases of equipment, materials, and services, when the purchase exceeds the line item.

The Business Manager is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Administrator periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the School Leader and Business Manager shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. where the requisitioner has recommended a supplier, the School Leader may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- B. upon the placement of a purchase order, the Business Manager shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.
- C. The School Leader and Business Manager shall determine the amount of purchase to be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

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The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Procurement – Federal Grants

The Employee Leasing Agency shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and federally-funded programs. The School shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

Adopted 1/11/10
Revised 6/10/13