

## **Purchasing**

### Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$50,000, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students. The Superintendent shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds. This policy will ensure equivalence among schools in the provision of curriculum materials and instructional supplies. Staff members shall not obligate the District without express authority. Staff members who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

### Bids and Contracts

With the exception of the purchase of curricular materials, whenever the cost of any construction, repair or improvement or the acquisition, purchase or repair of any equipment, or other personal property necessary for the effective operation of the District exceeds Twenty-Five Thousand and 00/100 Dollars (\$25,000.00), formal bids shall be called for by issuing public notice as specified in statute. Specifications shall be prepared and be made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any bid, reject all bids and publish notice for bids once again. If after calling for bids a second time, no satisfactory bid is received, the Board may proceed under its own direction, subject to the approval of the state board of education.

In determining what bid is the lowest responsible bidder, the District will not only take into consideration the amount of the bid, the District will also consider the skill, ability and integrity of a bidder to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References may be contacted.

The Superintendent shall establish bidding and contract awarding procedures.

### Cooperative Purchasing

The District may cooperatively enter into contracts with one (1) or more districts to purchase materials necessary or desirable for the conduct of the business of the District.

### Personnel Conflict of Interest

No employee will make any purchase or incur any obligations for or on behalf of the district from any private business or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this district has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, or the vendor will fully disclose, in writing, the employee's exact relationship to the business or vendor.
2. The affected business or vendor may submit a bid in compliance with the specifications outlined by the district.
3. The interested employee will not be involved in any part of bidding process, including but not limited to, preparing specifications, advertising, analyzing, or accepting bids.
4. This policy will apply to any organization, fund, agency or other activity maintained or operated by the district.

No employee will receive gifts, prizes, awards, or merchandise, or commission as a result of ordering any items as a result of placing any purchase order with a vendor on behalf of the district.

Legal Reference: I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.  
I.C. § 33-402 Notice requirements  
I.C. § 33-316 Cooperative contracts to employ specialized personnel and/or purchase materials  
I.C. § 18-1351 Bribery and corrupt practices – Definitions.  
I.C. § 59-701 Ethics in government.

Policy History:

Adopted on: March 14, 2005

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