

Calhoun Intermediate School District Bylaws & Policies

6320 - PURCHASING

All purchases in an amount stipulated by current school code statute will be made only upon the basis of competitive bids. Purchases of lesser value, may, at the discretion of the Superintendent, utilize bidding procedures, quotations, or direct purchase. All purchases must be within the budget approved by the Board of Education or otherwise authorized by the Board.

Construction and major renovation bids shall be sealed and shall be opened by the Superintendent or designee in the presence of at least one (1) witness.

All orders or contracts should be awarded to the lowest responsible bidder, however, consideration can be given to:

- A. The quality of the item(s) to be supplied;
- B. Its conformity with specifications;
- C. Suitability to the requirements of the District;
- D. Delivery terms;
- E. Past performance of the vendor.

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

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools 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 District, the Board recommends that the Superintendent or designee 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 the Superintendent or designee places a purchase order, s/he 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 District. All purchase orders shall be numbered consecutively.

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

- A. Items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. Opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. A prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. Where the requisitioner has recommended a supplier, the Superintendent or designee 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;
- E. Upon the placement of a purchase order, the Superintendent or designee shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent or designee shall determine the amount of purchase and type of purchase which shall 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.

The Board may acquire 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.

The Board may adopt a resolution at its annual organizational meeting, authorizing electronic transactions and the treasurer or the Electronic Transfer Officer (ETO) as authorized agent(s) to complete such transactions on behalf of the Board. The Automatic Clearing House (ACH) authorizing resolution shall include all of the following:

- A. That an officer or employee designated by the Treasurer or ETO is responsible for the local unit's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
- B. That the officer or employee responsible for disbursement of funds shall submit to the local unit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system of the local unit or in a separate report to the governing body of the local unit.
- C. A system of internal accounting controls to monitor the use of ACH transactions made by the local unit.
- D. The approval of ACH invoices before payment.
- E. Any other matters the Treasurer or ETO considers necessary.

[NOTE: The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level Board involvement is required, when it is necessary to get a simple "quote" and when the "competitive bid" procedure is required.]

M.C.L.A. 380.623a, 380.1267, 380.1274 et seq.

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