

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 that 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 monitoring the expenditure of funds. Staff, who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

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Purchasing: Authorization and Control

Requisitions shall be approved by the superintendent or his/her designee. As a minimum, requisitions shall provide the following information:

- A. Name of school, department and originator, and date originated;
- B. School department or person to which material is to be delivered;
- C. Budget year and budget code;
- D. Name of vendor;
- E. Specifications of equipment items (manufacturer, stock number, etc.);
- E. Estimated cost based on latest price, and
- F. Authorizing signature.

The purchasing department shall prepare a multiple-copy purchase order from the original request. One copy of the purchase order shall be sent to receiving facility to be signed and returned to the purchasing department when the goods have been received.

Upon placement of a purchase order, the business office shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues.

Materials desired for “examination” should be ordered on purchase order, “following items for examination for 30 days.”

Use of Federal Funds

If federal funds are to be used for procurement of supplies, other property, or professional services, the following steps must be followed:

1. An order for supplies or other property that totals \$75,000 or more must be procured by sealed bids (formal advertising). Orders for less than \$75,000 may be procured using price or rate quotations from three or more qualified sources.
2. Professional services contracts that total \$100,000 or more must be procured by sealed bids (formal advertising). Services contracts for less than \$100,000 may be procured using price or rate quotations from three or more qualified sources.

3. Procurement by noncompetitive proposals may only be used when it is not feasible to use informal quotes or sealed bids *and* the item is available only from a single source, there is an emergency requiring immediate attention, the awarding agency (e.g. OSPI) authorizes noncompetitive proposals, or competition is determined to be inadequate following solicitation of quotes/bids from a number of sources.
4. The vendor or contractor is neither suspended nor debarred from participating in federal assistance programs.

Note: All purchase of more than \$3,000 and less than \$75,000 that involve any federal funding will require competition in the bid process.

Small works contracts (part of public works) may be used for public work projects costing \$200,000.00 or less using a limited public works process for construction, building, renovation, remodeling, alteration, repair or improvement of real property. RCW 39.04.155 defines all of the requirements for utilizing a small works roster and process.

Technology Purchases

No technology purchases will be made using Procurement Cards except by the Technology Department. No technology purchases will be made without the joint approval of the technology director and the business director using the following procedures:

1. All pending technology purchases must be sent in requisition form to the Technology Director for district hardware/software compatibility approval prior to processing the purchase.
2. Once approved by the technology director, the Business Office director will review the requisitioner's designated budget code to approve availability of funds;
3. All technology equipment purchases will shipped directly to the Technology Department at the Stewart Building to be inventoried and engraved;
4. Technology personnel will either configure and/or install the purchase, or coordinate the installation with maintenance personnel.