

## **PURCHASING**

**General:** The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the District's programs and services represent a significant expenditure of District funds. Therefore, purchases shall, when practicable, be made competitively and without prejudice in order to obtain the maximum educational value for every dollar expended.

Purchasing shall be made with consideration given to the following criteria:

1. best possible quality;
2. lowest possible cost which meets the specifications required;
3. availability of goods or services;
4. least possible expenditure of time for person requesting; and
5. suppliers' and vendors' compliance with Board policies and past performance.

**Purchasing Authority:** The Board authorizes the Superintendent to approve expenditures for the purchase of supplies, equipment, and services from District funds according to the District's approved budget. The Superintendent is further authorized to delegate purchasing authority to those persons designated in Administrative Regulation specifying the purchasing authority of each such person to whom the authority is delegated. Employees who make purchases without appropriate authority or proper paperwork may be held personally liable for such purchases and may be subject to disciplinary action.

All expenditures for purchases approved by the Superintendent or persons designated by the Superintendent must be within unencumbered balances of budgeted appropriations. When a purchase has been approved by the Superintendent, the price may be adjusted by up to ten percent (10%) but not greater than \$500.00 to accommodate slight increases in price or other adjustments. The Board's approval of a construction project, after meeting all applicable requirements, shall be construed to include approval of all purchases and expenditures necessary to complete the project assuming sufficient funds have been encumbered for such purchases and expenditures.

**Purchasing Procedures:** The Administration shall develop, maintain, and implement purchasing regulations and procedures consistent with this policy. Such regulations and procedures shall specify when solicitations, bids, and quotations are required to be utilized and may require the supplier to provide those affidavits required by law. The District shall have the right to refuse any and all bids or quotations even though the bid or quotation may be the lowest.

Bids or quotations shall not be required for purchases of :

1. insurance,
2. bonds,
3. sureties,
4. professional services,
5. consulting services,
6. services of independent contractors,
7. testing and evaluation services,
8. used vehicles, equipment, and fuel for transportation,
9. copier equipment and services,
10. services, supplies, and equipment from vendors holding state-wide contracts issued by the Oklahoma Department of Central Services, and
11. items provided only by a single vendor.

Any regulations and procedures developed and implemented by the Administration may provide for the purchase and the storage of items in bulk when such purchases will result in the efficient and economical procurement of such items and may provide for the establishment and publication of a list of low-bid items and vendors for commonly used items of small unit value.

**Public Competitive Bidding Act:** All purchases subject to the Public Competitive Bidding Act of 1974 (61 O.S. § 101 et seq.) shall be made in accordance with and compliance with the provisions of the Act.

**Receipt of Items Purchased and Payments:** The Administration shall develop, implement, and maintain procedures and any necessary forms for the verification of delivery where applicable and the payment of vendors, contractors, and providers.