

Policy Title: Purchasing Policy and General Interpretations	Policy No: 803.01
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All purchasing for St. Maries Joint School District No. 41 shall be within the framework of Idaho statutes. All major purchases must have the prior approval of the Board of Trustees.

Routine items for which funds are budgeted must be purchased through the District Office and a purchase order must have prior approval for all purchases.

The value received shall be the guidelines for the expenditure of District funds. Preference for doing business with local firms will be a factor only when prices are comparable.

The Superintendent shall have authority to make emergency purchases if the emergency is one that could result in costly damage to District property if purchases were not made to repair damages.

It is a legal requirement that a call for advertised formal sealed bids shall be made on merchandise, service work, or purchases that will equal or exceed the sum of Twenty-five Thousand Dollars (\$25,000.00) as set forth in Idaho Code. Further, the Board has directed that written quotations shall be secured for purchases in amounts ranging from Six Thousand Dollars (\$6,000) up to Twenty-five Thousand (\$25,000.00). An attempt shall be made to obtain quotations from at least three (3) vendors dealing in the products specified. In cases where less than three (3) quotations are received because of the lack of interest on the part of vendors, or the number of vendors dealing in the product is limited, the Board of Trustees shall have the discretion to award the order based on the best quote from the quotations that have been received. Purchases of less than Six Thousand Dollars (\$6,000.00) may be made with or without quotations at the discretion of the Superintendent.

Confirming purchases or issuance of purchase orders for all purchases of supplies and equipment for the District shall be carried out by the authorized purchasing agent. No purchase order shall be released unless it is ascertained that:

1. Appropriated funds are available for the purchase; and
2. Unencumbered funds are greater than the cost of the items to be purchased.

The monitoring of budget allocation balances to see that each purchase order requisition falls within the budget is the responsibility of the requisitioner, as well as a number of administrators. School principals and department and program coordinators are to requisition within their budget allocations. In cases where the budgetary allotments would be exceeded as the result of a proposed purchase, the Superintendent or his or her designee may authorize such purchase when it is deemed to be in the best interest of the District.

The following items are general interpretations of this Policy which are to be considered in carrying out the purchasing procedures for the District:

Advertising for Bids - Anticipated expenditures which will amount to Twenty-five Thousand Dollars (\$25,000.00) or more are to be publicized in a daily or weekly newspaper two (2) times and not less than one (1) week apart.

Purchasing of Copyrighted Materials and Single Source Items - Where there is only one distributor who can supply a desired product such as textbooks, films, etc., there is no necessity to prepare specifications and bid forms since there is no competition for such purchases which would result in more economical purchasing.

Contracting for Maintenance Services or Equipment - If services and equipment are provided by a single distributor, competitive bidding is not required.

Contracting for Professional Services - Purchases for services such as legal, auditing, consulting, and/or architects are not the result of normal competitive bidding and are consequently excluded from this Policy.

Federal Funds Projects - This Policy applies to the expenditures for federal funds projects as well as those items obtained through other District funds.

Employees are not to purchase anything with the expectation that they will be reimbursed by the District. Purchases are to be through purchase orders.

The purchasing procedure as outlined in this Policy is to provide a systematic and businesslike method of obtaining and supplying materials and equipment for the District. In addition, it will serve the following purposes:

1. Budgetary and financial controls, including encumbrance accounting of purchase orders;
2. Budgetary authority for purchase order requisitions;
3. Combination of direct shipments to the ultimate building and department locations; and
4. Reliable statistics on purchasing activities and supply usage in the District.

Policy Cross Reference:

Legal Reference:

Policy History:

Adopted:	01/20/1975
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Reviewed: 05/08/1995
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