

### **PURCHASING**

It is the policy of the School Board that the Superintendent obtain at least two (2) price quotations on purchases of more than \$5,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the Corporation.

When the purchase of and contract for single items of supplies, materials, or equipment amounts to \$50,000 or more, the Superintendent shall obtain competitive bids.

Bids shall be sealed and shall be opened at a regular board meeting unless a bid committee has been authorized to open bids. The bid committee shall include the Superintendent and Corporation Secretary and is authorized to open bids. All orders or contracts should be awarded to the lowest and best-qualified bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with the specifications;
- C. the suitability to the requirements of the Corporation;
- D. the delivery terms;
- E. the past performance of the vendor;
- F. the availability of service.

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

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Exceptions to the foregoing requirements may be permitted in order to standardize items which will result in a lower long-term cost to the Corporation, or if there is only one (1) supplier of a particular item. Such exceptions shall be presented to the Board for approval.

The Superintendent is authorized to spend up to \$5,000 without prior approval of the Board.

The Superintendent is authorized to make emergency purchases above \$5,000 without prior Board approval of those goods and/or services needed to keep the school in operation if approved by the Board president. If the Board president is unavailable, then the Superintendent for approval of the emergency purchase may contact another officer of the Board.

Such purchases shall be brought to the Board's attention at the next regular meeting.

Before the Superintendent places a purchase order, he/she 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 Corporation. The building principal and the Superintendent shall approve all Corporation purchase orders. Purchase orders and/or claims will be utilized for all purchases. Invoices will not be paid without a purchase order and/or claim approved by the Superintendent's office.

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

- A. an opportunity be provided to as many responsible suppliers as possible to do business with the School Corporation;
- B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- C. upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriation;
- D. unless other wise permitted by the Superintendent, no purchase of supplies shall be allowed without a properly signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

I.C.20-26-5-4,20-26-4-6,36-1-9 and 10

Adopted 12/5/00

Revised 4/19/2005