

9.07 PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Superintendent or designee shall be the purchasing agent and is responsible for the quality and quantity of purchases made by the School District. The Treasurer shall be responsible for a system of accounting for school funds as prescribed by law and for ensuring that all purchases do not exceed appropriations and are consistent with the educational goals and programs of the District.

Local Purchasing

The Board of Education recognizes its position as a major purchaser in the community, and while it is the intention of the Board to purchase materials, equipment, and supplies at the lowest possible cost, if all other considerations are equal, the Board authorizes the Superintendent to purchase within the District from established local merchants.

Cooperative Purchasing

The Board of Education recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Superintendent and Treasurer to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with state law, the policies of this Board, and the dictates of sound purchasing procedures.

Quotations and Bids

It is the policy of the Board of Education 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 District or when the item is subject to formal bid pursuant to O.R.C. §3313.46.

Purchases from the State

In accordance with O.R.C. §4115.31 *et seq.*, the Superintendent shall purchase products and services which are available from the Ohio Industries for the Handicapped (OIH) when such products or services are needed by the District. The Superintendent is to maintain the current

catalog provided by OIH and inform all District personnel who may be purchasing products or services of the catalog's current listings.

Quantity Purchases

In order to promote efficiency and economy in the operation of the District, the Board requires that the Superintendent or designee periodically estimate requirements for standard items or classes of items and make quantity purchases 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 purchase agreement.

Requirements

Before the Superintendent or designee 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 District. All purchase orders shall be numbered consecutively.

In the interests of 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. To this end, the Superintendent or designee shall develop and maintain lists of potential suppliers for various types of supplies, equipment, and services;
- 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.

The Superintendent shall determine the amount 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 purchase.

True-Up Reconciliation

The Treasurer should true-up any contracts and/or agreements that are paid based on current year student counts (ADM or FTE). The District understands the following: 1) that the School's FTE is subject to change by ODE throughout the school year; 2) that the School's final contractual liability to the Contractor shall be determined by the final number of FTE's determined and accepted by ODE for the school year; and 3) if the Contractor has been overpaid (a material amount) based on the School's final FTE as determined by ODE, the District shall require the Contractor to repay the amount of such overpayment (if determined to be material) to the School within 30 days of receiving notice of such overpayment.