

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 700: FINANCES

Section 704: Expenditures

704.4 Purchasing

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It is the Board's policy that the Executive Director shall act as its purchasing agent for open market purchases of no more than \$50,000 maximum for a single item or a group of similar items. The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level Board involvement is required, when it is necessary to get a simple "quote" and when the "competitive bid" procedure is required.

The purchasing agent must seek at least three (3) price quotations on purchases of more than \$50,000 but less than \$150,000 except in cases of emergency or where materials are of such nature that price quotations would not result in a savings to SSJCSS.

When the purchase of, and contract for, single items of supplies, materials, or equipment is equal to or exceeds the amount stipulated by statute, the purchasing agent/Executive Director shall obtain competitive bids. 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.

Contracts can be awarded by the Executive Director without Board approval for any single item or group of identical items costing less than \$50,000. All other contracts require Board approval prior to purchase.

All specifically identified purchases that are within a program, a function, a line item, and were originally contemplated in the budgeting process may be made upon authorization of the Executive Director. The purchasing agent/Executive Director is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board for approval at the next regular meeting.